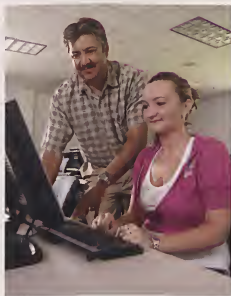


**ROBESON
COMMUNITY COLLEGE**

**2007
2008**

Student Handbook





2007-08

Student Handbook

Robeson Community College

Post Office Box 1420
Lumberton, North Carolina 28359

Phone: (910) 272-3700

Website Address

www.robeson.edu

PURPOSE

The Robeson Community College Student Handbook contains many of the services available to students, vital administrative policies and procedures affecting students, and academic regulations frequently referred to by students. The Handbook is designed to assist students in recognizing the full advantage of the opportunities offered by Robeson Community College. Therefore, it is the responsibility of each student to become familiar with the information presented in the Handbook.

NONDISCRIMINATION POLICY

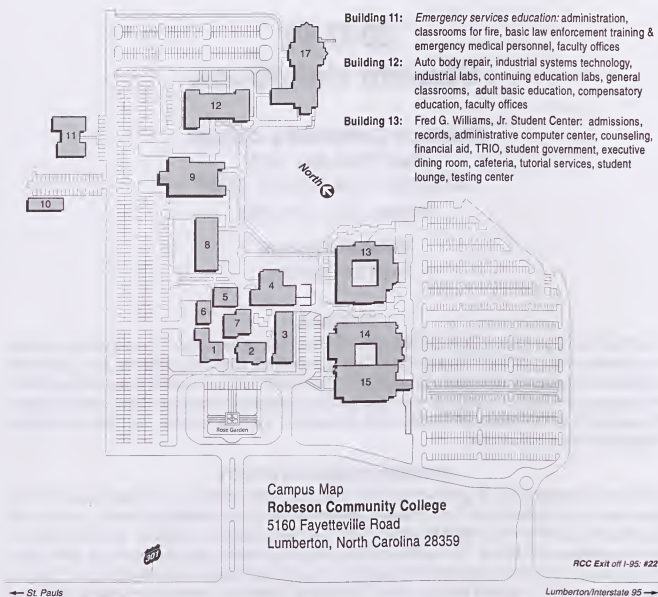
Robeson Community College Board of Trustees and Staff recognize the importance of equal opportunity in all phases of the College's operations and has officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, disability, national origin or other non-relevant factors. This policy applies to both students and employees at all levels of the school's operations. The Vice President for Personnel Services coordinates the College's compliance effort. Contact can be made by writing Robeson Community College, P.O. Box 1420, Lumberton, NC 28359 or by calling (910) 272-3700.

CAMPUS VISITS

Visitors to Robeson Community College are welcome. Student Services is open Monday through Thursday from 8:00 A.M. to 8:00 P.M. and on Friday from 8:00 A.M. to 3:00 P.M. To arrange a guided tour of our campus, please contact the Admissions Office. During the months of June and July, offices close at 7:00 P.M. Monday through Thursday.

STUDENT RIGHT-TO-KNOW

The Student Right-To-Know Act of 1990 requires the College to make available to enrolled and prospective students the graduation or persistence rates of selected groups of students. This information is available for review in the Office of Records and Registration, located in Student Services (Building 13).



- Building 1:** Bioworks, welding, faculty offices
- Building 2:** Administration, business office, receptionist
- Building 3:** Adult & continuing education, literacy education, cosmetology, faculty offices
- Building 4:** Library, faculty offices
- Building 5:** Curriculum administration, general classroom, faculty offices
- Building 6:** Custodial & maintenance department
- Building 7:** Science labs, general classrooms
- Building 8:** Early childhood, early childhood lab, general classrooms, faculty offices, early college liaison office
- Building 9:** Electrical/electronics, ac/heating & refrigeration, HRD, adult high school, bookstore, classrooms, faculty offices, tiered lecture/demo room
- Building 10:** Institutional storage facility

- Building 11:** Emergency services education: administration, classrooms for fire, basic law enforcement training & emergency medical personnel, faculty offices
- Building 12:** Auto body repair, industrial systems technology, industrial labs, continuing education labs, general classrooms, adult basic education, compensatory education, faculty offices
- Building 13:** Fred G. Williams, Jr. Student Center: admissions, records, administrative computer center, counseling, financial aid, TRIO, student government, executive dining room, cafeteria, tutorial services, student lounge, testing center

- Building 14:** **First floor:** business education programs, culinary technology, pottery, foundation & public relations, print shop, media center, information highway room, faculty offices
Second floor: business education programs, small business center, general classrooms, faculty offices, learning lab
- Building 15:** A.D. Lewis Auditorium, board room
- Building 17:** **First floor:** Radiography, respiratory therapy, conference room, open computer lab, lecture room, classrooms, faculty offices
Second floor: Nursing, nursing assistant, surgical technology, emergency medical science, classrooms, faculty offices

Note: Visitor parking located in front of buildings 1 & 2, between buildings 3 & 14, in front of buildings 13 & 17

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Academic Calendar–2007-08

FALL SEMESTER 2007

Monday, July 9-Friday, August 3	Fall Semester Registration
Thursday, August 9-Friday, August 10	Drop/Add
Wednesday, August 15	Classes Begin, First Mini Semester Begins
Wednesday, August 15-Thursday, August 16	Section Changes
Monday, September 3	Labor Day Holiday
Wednesday, September 26	Deadline to Finish Summer Session Incompletes
Friday, October 5	
Monday, October 8-Tuesday, October 9	Fall Break and/or Make-up Days (Evening Classes Will Meet on October 4)
Monday, October 15	Classes End, First Mini Semester
Tuesday, October 16	Classes Begin for Second Mini Semester
Friday, October 26	Last Day to Drop a Class Without Penalty for Fall Semester
Monday, October 29-Friday, November 30	Academic Advising, Spring Semester 2007
Friday, October 16	Last Day to Drop a Class Without Penalty for the Second Mini Semester
Thursday, November 22-Friday, November 23	Thanksgiving Holidays (Classes end at 3 p.m. on November 21)
Monday, November 26	Classes Resume
Monday, November 26-Friday, December 14	Spring Semester Early Registration, Payment Period
Friday, December 7	Day and Evening Classes End
Monday, December 10-Thursday, December 13	Final Examinations, Day and Evening Classes

SPRING SEMESTER 2008

Monday, October 29-Friday, November 30, 2007	Spring Semester Registration
Monday, January 7	Drop/Add
Wednesday, January 9	Classes Begin, First Mini Semester Begins
Wednesday, January 9-Thursday, January 10	Section Changes

Monday, January 21	Martin Luther King, Jr. Holiday
Wednesday, February 13	Last Day to Drop a Class Without Penalty for the First Mini Semester
Monday, February 18	Last Day to Complete Fall Semester Incompletes
Monday, March 3	Classes End, First Mini Semester
Tuesday, March 4	Classes Begin for Second Mini Semester
Friday, March 21	Last Day to Drop a Class Without Penalty for Spring Semester
Monday, March 24-Tuesday, March 25	Easter Holidays
Monday, March 24-Friday, March 28	Spring Break and/or Make Up Days
Monday, March 31	Classes Resume
Monday, March 31-Friday, April 30	Academic Advising for Summer Term/Summer Session Early Registration Payment Period
Friday, April 25	Deadline for Summer Session Registration/Deadline for Summer Session Early Payment
Friday, May 2	Day and Evening Classes End
Monday, May 5-Thursday, May 8	Final Examinations, Day and Evening Classes
Thursday, May 15	Rehearsal
Thursday, May 15	Commencement (A. D. Lewis Auditorium)

SUMMER SESSION 2008

Monday, May 19	Classes Begin, Drop/Add Begins
Tuesday, May 20	Drop/Add Ends
Monday, May 26	Memorial Day Holiday
Wednesday, June 18	Last Day to Drop a Class Without Penalty for Summer Term
Monday, June 30	Last Day to Complete Spring Semester Incompletes
Friday, July 4	Independence Day Holiday (All classes will meet as scheduled on July 3)
Monday, July 21	Day and Evening Classes End
Tuesday, July 22-Thursday, July 24	Final Examinations Day and Evening Classes

General Information

FROM THE DESK OF THE PRESIDENT

Robeson Community College Welcomes You:

It is with a great deal of pleasure that I bring you greetings on behalf of the Board of Trustees, administrators, faculty and staff. Robeson Community College is a great place to continue your education, and this handbook has been prepared to help navigate your way through the processes, procedures, and systems we must have in order to provide you with quality service.

Inasmuch as the primary focus of the College is on providing a superior education for its students, you will find that we have a professional faculty and staff committed to serving you in a competent and friendly fashion. I encourage you to call on them for assistance, if you have a question.

In our quest to provide you a quality education experience, you will find Robeson Community College to be an institution of standards. As a patron of the College you will be expected to comply with these standards, because the standards exist for the purpose of insuring every student a sound education that leads to a valued certificate, diploma or degree.

North Carolina's community colleges are centers of educational opportunity, and you will certainly find that to be the case at RCC. We are an open-door institution with a heritage of value-added education that has served thousands of people in Robeson and surrounding counties. Whatever your educational interests, RCC cares about you and exists to be of service to you.

Thanks for making a wise choice to continue your education. Robeson Community College stands ready to serve you.



Charles V. Chrestman, Ed.D.
President

ACCREDITATION

Robeson Community College is a tax-assisted, two-year public institution. It is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate Degree. Most programs offered by the College have been approved for the enrollment of eligible veterans.

RCC is also accredited by the North Carolina Board of Nursing, Commission on Accreditation of Allied Health Education Programs and the Joint Committee for Respiratory Therapy Education, The North Carolina Board of Cosmetic Arts and Redken Laboratories in New York, New York.

Robeson Community College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Programs (www.caheep.org) upon the recommendation of the Accreditation Review Committee-Surgical Technology.

THE CAMPUS

Robeson Community College is located at the intersection of U.S. 301 and Interstate 95 in Lumberton, making it one of the most visible institutions in the North Carolina Community College System. Millions of tourists each year travel I-95, catching more than a glimpse of the attractive landscape that makes up the 127-acre main campus. The College also has a 20-acre Emergency Services Training Center located southeast of Lumberton on Highway 72, at the Carolina Power and Light Weatherspoon Power Plant.

HISTORY OF THE COLLEGE

The community college movement expanded into Robeson County with the establishment of Robeson Technical Institute in 1965. The Institute was located at the Barker Ten-Mile Elementary School seven miles north of Lumberton. Twenty full-time curriculum students enrolled the first year. The College has gone through two name changes from Robeson Technical Institute to Robeson Technical College to its present name of Robeson Community College, and it remains committed to serving all sectors of the county and surrounding area with vocational, technical, college transfer, curriculum and continuing education programs.

Three building phases beginning in 1970 and finishing in 1998 have made RCC a 188,662 square-foot facility which now houses over \$2.5 million in equipment and provides numerous certificate, diploma and degree programs along with a variety of continuing education programs. Beginning in 2000, the college entered into another phase of Master Facility improvement and planning. Current construction and building renovations include major renovations to buildings 9 and 13 of the RCC Main Campus, a new Continuing Education Building located in the COMtech Park, an Allied Health building and a new Continuing Education building, both scheduled for completion in 2006. Additionally, the college proudly announced the opening of a new 460-space parking lot in the spring of 2004. Entranceway to the parking area was completed though collaboration with the North Carolina Department of Transportation (DOT).

Southern Association of Colleges and Schools reaffirmed and re-accredited the institution in 2000 after two intense years of concentrated self-study. Students, faculty, staff and the 13-member Board of Trustees alike joined as a team in bringing the college's self-study to its successful fruition. Robeson Community College celebrated its 30th year Diamond Anniversary milestone in 1995-1996, then returned to the spot light with the monumental success of achieving "Superior Performance" Ratings on the North Carolina Community College System's Critical Success Factors Reports for years 2001, 2003, 2004, and 2006. The commitment to excellence continues.

Commitment of RCC to its students and the citizenry of Robeson County is annually documented with the excellent reports of various auditing agencies in the state. There are currently over 182 carefully selected full-time RCC employees who now serve RCC, which represents a figure of more than 30 times as many as when the College first opened its doors in 1965 with six full-time employees. Another 250 plus, part-time personnel teach and provide services to the student body on an annual basis.

MISSION STATEMENT

Robeson Community College is a comprehensive, open-door two year public institution of higher learning with a mission to enhance the lifelong educational opportunities for adults appropriate to their needs, interests, and abilities. The College seeks to strengthen the diverse social, economic, and cultural opportunities for the citizens of Robeson County and surrounding region. The College achieves its mission through a commitment to quality innovative programs and service that permit students to pursue their educational goals in a student-centered environment.

INSTITUTIONAL GOALS

1. Organization and Administration

The college will make available contemporary, competent management necessary to bring together its various resources and allocate them effectively to accomplish its institutional goals.

2. Fiscal Responsibility

The college will effect fiscal responsibility by maintaining a financial management system that adheres to generally accepted accounting practices, is audited as prescribed by the state and accrediting entities, and provides financial stability necessary to the successful operation of the institution.

3. College Facilities

The college will provide facilities that are safe, clean, accessible, neat and organized in a manner that is appealing to students, supportive of the teaching-learning process, contribute to an atmosphere for effective learning, and easily accessible for business related functions.

4. Educational Programs

The college will strive to offer high quality education programs and services that are directly related to the purpose and goals of the institution, to the ability and preparation of the students admitted, and to the financial and instructional resources of the institution.

5. Educational Support Services

The college will provide a variety of support services that include library; instructional support services; student development services; computer services; and those services that complement the educational, cultural, and social development of the student.

6. Life-Long Learning

The college will strive to offer a variety of programs to support life-long learning in such areas as the adult high school; adult basic education; continuing education; public and community service; workforce development and training; and human resource development.

7. Faculty and Staff

The college will endeavor to recruit, retain and develop high performance faculty and staff needed to achieve the education and training objectives of the institution in a professional and ethical manner.

8. Technology

The college will encourage and support faculty and staff in the effective and efficient use of instructional technology and administrative computing systems.

9. Institutional Advancement

The college will pursue a program of institutional advancement which may include development and fund raising, institutional/public relations, and alumni affairs.

10. Institutional Effectiveness

The college will strive to continually document institutional effectiveness using a system of planning and performance evaluation, institutional research and data analysis.

11. Community Service

The college will serve as a resource to promote the personal, professional, social, and cultural development of people and communities throughout the service area.

PROGRAMS OF STUDY

Academic Programs

Associate Degree in Arts

- University of North Dakota Aviation Articulation
- University of North Dakota Air Traffic Control Articulation
- University of Minnesota at Crookston Law Enforcement Aviation Articulation
- Pre-Major Associate in Arts Articulation Agreement:
 - Business Administration
- Pre-Major Associate in Arts Articulation Agreement:
 - Criminal Justice

Associate Degree in Science

Associate of Applied Science Degree

- Associate Degree Nursing
- Business Administration
- Criminal Justice Technology
- Culinary Technology
- Early Childhood Associate
- Electrical Electronics Technology
- Emergency Medical Science
- Emergency Medical Science Bridging
- Industrial Systems Technology
- Information Systems
- Office Systems Technology
- Radiography
- Respiratory Therapy

Diploma Programs

- Air Conditioning, Heating and Refrigeration Technology
- Electrical/Electronics
- Cosmetology
- Industrial Systems Technology
- Surgical Technology

Certificate Programs

- Air Conditioning, Heating & Refrigeration
 - Air Conditioning, Control Systems,
 - Installation & Maintenance, Heating Systems

- Basic Law Enforcement
- Electrical/Electronics
- Electrical Contractor Preparation
- Industrial Systems Technology
 - Machine Shop, CNC Operator, Electro,
 - Hydraulic/Pneumatic Troubleshooting, Basic
 - Welding, Programmable Logic Controller,
 - Mechanical Procedures & Laser Alignment
- Lateral Entry Teacher Certificate
- Nursing Assistant

Specialized Studies

Developmental Studies

The following programs are offered as immured programs

- Air Conditioning, Heating, and Refrigeration Technology
- Carpentry
- Electrical/Electronics Technology

Continuing Education Programs

- Occupational Extension
- Focused Industrial Training
- On-line Computer Training
- New and Expanding Industry Training
- Community Services Education
- N.C. Real Entrepreneurial Training
- New Opportunities for Workers Program
- Small Business Center
- Basic Skills Education
 - Adult Basic Education
 - Adult High School Diploma Program
 - General Educational Development (GED)
 - English as a Second Language
 - Compensatory Education
- Human Resources Development
- Emergency Services Education
- Health Related Training
- Emergency Medical Technician
- Fire Service Training
- Law Enforcement Training

Academic Services

ACADEMIC ADVISING

Academic advising at Robeson Community College is essential to the total development of the student. The mission of academic advising is to aid students in pursuing their educational objectives by providing students with accurate information concerning courses of instruction, institutional resources, policies, and procedures, career choices, and educational opportunities.

Since the most significant part of the advising process is the relationship between the faculty advisor and the student, each student is assigned a faculty advisor. The faculty advisor serves as a resource person who provides information about program opportunities, educational requirements, and college regulations. The advisor assists the student in developing an educational plan to include both short range and long range goals. The advisor is a link between the student and the College community and also advises students of services available at the College.

The faculty advisory system is an integral part of the total educational process of the institution. Each student has an opportunity to develop a real and important relationship with a person whose experience has been in the field of interest for which the student is training. Having a faculty advisor to whom one is specifically assigned gives one a definite source of help. Many times a student will make a choice to remain in school when the going is rough if he can honestly see what future there may be in his chosen curriculum. No one is better qualified to point the way for the student than his major area instructor.

The emphasis on a continuing contact with the advisee in order to develop a total program suggests that part of the advisor's responsibility is to be available to discuss goals and academic problems as the need arises. While it is the responsibility of the student to schedule meetings with the advisor each semester, the advisor should post a time they will be available for advising students. (A key here is for the advisor to indicate verbally, at the point of approving a registration schedule, that he is available if and when problems arise.) During this period each student will be required to meet with their advisor.

Faculty advisors are available for day and evening students. All students are assigned an advisor whether they attend on a full-time or a part-time basis. Day and evening faculty advisors maintain regular office hours to accommodate students.

Special Credit students or students who have not yet made a career choice are also assigned an advisor. This advisor is usually a counselor or a specified faculty advisor who works with these students until they make a career choice. Once a career choice is made, they are assigned a regular faculty advisor.

GRAPHIC ARTS

The Graphic Arts Department provides a wide assortment of printed materials and services to meet the instructional and institutional requirements of the college, students, faculty and staff. Web-based documents, color printing, digital photocopying, typesetting, maps, artwork, logo designs, forms, brochures, catalogs, handbooks, certificates, schedules, newspaper advertising, manuscript binding, and various other services are available to aid in the educational process.

LIBRARY

The Robeson Community College Library is conveniently located in the center of the campus. Its attractive surroundings are a pleasant place for research, study, or leisure reading.

Services include a qualified staff concerned with providing library resources necessary to support Robeson Community College's purpose and programs; and sharing library resources for interest, information, and enlightenment to all people of the community. A staff is on duty during the hours of 7:30 a.m. to 9 p.m. Monday through Thursday and 7:30 a.m. to 3 p.m. on Friday to answer reference questions.

From the RCC Web Page, the library on-line book collection is accessible to support distance learning. Other resources include periodicals and newspapers that have been selected to support the degree, diploma and enrichment programs offered by the College. The internet allows access to NCLIVE, and NewsBank that provide abstract or full text journal, encyclopedia, and newspaper articles. Interlibrary loan is available for books and journal articles not in the regular collection. The library provides an orientation program to educate patrons to utilize resources and services.

The RCC Library is a member of the North Carolina Community College Libraries Reciprocal Lending Agreement that strives to increase access to the library resources within the North Carolina Community College System Libraries, to maximize use of the combined collections of the system libraries and to support the NCCCS Distance Learning Initiative. The NCCC Libraries have agreed to lend materials to any student or faculty in the system who provides valid identification showing current college affiliation. The RCC Library is committed to providing a quality program that includes services and resources to assist students pursuing educational goals.

MEDIA CENTER

The Media Center provides a variety of media equipment and services to meet the needs of the College. Services include equipment and materials circulation, production services, and consultant services. Patrons are encouraged to consult the media handbook for a complete listing of materials and services available.

TUTORIAL SERVICES

Tutorial Services are available to all curriculum students day and evening. This program is designed to assist those students who: (1) request tutoring; (2) are falling behind in their studies; (3) are on academic probation; and (4) desire to improve their class standing. The operation approach is student-centered; individualized and group assistance is emphasized. Computer software, professional and peer-tutors are utilized to maintain a personal and supportive working relationship with the student. The services are free. You may obtain tutorial assistance through the tutorial coordinator, a counselor, or your advisor. The tutorial coordinator is located in Student Services, Room 1302.

Campus Services

ADMISSIONS

Reenrollment Policy

To reenroll after a student has withdrawn, the student must have satisfied the Business Office, Student Services, and the Library of all financial obligations. No student will be permitted to enroll for future terms when his name appears on the financial delinquent list published by the Business Office. Students applying for readmission must be cleared through the Director of Admissions Office. Those students not continuously enrolled (not enrolled for a period of one year or longer) are required to meet the requirements of the catalog that is current at the time of their reenrollment.

When a student has not been enrolled in curriculum courses at Robeson Community College for five (5) consecutive years and reenrolls, he/she may do the following:

after completing at least nine (9) credit hours of course work with a minimum grade point average of 2.0, the student may request the Registrar to evaluate his/her academic record. The Registrar will evaluate the students academic record, and all courses not in the present curriculum will not be used in calculating his/her grade point average.

Credits earned at Robeson Community College or other colleges will be evaluated on a course by course basis to determine course transfer eligibility to the student's present curriculum. The courses listed under the "Program Completion Requirements" in this Handbook will not be counted toward graduation if they are over five years old. They will not be used in calculating a student's grade point average. Any student who reenrolls under the above rule may request to take a proficiency test in any course he/she completed with a grade "C" or above.

Students requesting readmission to Allied Health Programs should refer to Admissions section of current RCC Catalog.

Special Credit Students

Students may be admitted under special provision that allows them to take up to **twelve semester hours** of credit courses before completing all admission requirements. Students classified as special credit must meet all prerequisites and corequisites prior to completing the registration process for a course. Prior to registering for any additional hours beyond the twelve semester hours students must declare a major and complete all admission requirements. The only exception to the twelve hour policy is for the special credit student who intends to maintain that classification indefinitely and is not seeking a certificate, diploma, or degree. However, a special credit student must maintain satisfactory academic progress in order to continue as a student. The level of courses taken (degree or diploma) will determine the category of satisfactory progress under which the student will be evaluated.

Transfer Credit

Transfer students should follow the admission procedures established for regular students listed under admission requirements. Robeson Community College may accept credits earned from post-secondary institutions that are accredited by a State, Regional, or National Educational Accrediting Agency recognized by the American Council on Education. Only course grades of "C" or better will be accepted and such courses must parallel the content of RCC courses. Any credits over ten years old whether earned at Robeson Community College or other accredited institutions will not be counted toward meeting graduation requirements except for equivalent general education core component classes. In some cases, courses over five (5) years old will not be considered. For complete listing of these courses, please review section titled "Program Completion Requirements" in the Student Handbook.

All applicants having credits transferred from another institution to RCC must submit an official transcript, and if necessary an appropriate catalog, to the Registrar. Applicants who wish to transfer from other educational institutions must be eligible to return to the school last attended. Any exception to this procedure must be approved by the Assistant Vice President of Student Services and only then by justifiable cause.

The Registrar will determine the transfer credits allowable. This evaluation will be made at the time of acceptance and the student will be notified in writing. All transferring students from outside of the North Carolina Community College System must complete a minimum of fifty (50) percent of the total number of credit hours required for a certificate diploma or degree program at Robeson Community College. For NCCCS transfer students, all relevant course work from the NCCCS Common Course Library will be considered for transfer credit.

Foreign Transfer Credit

Foreign students must meet the same admission requirements as other students. Included with the application should be a transcript from an authorized school or university; an English translation must be provided. All applications from countries whose native language is not English must demonstrate proficiency in the English language by scoring no less than 550 on the Test of English as a Foreign Language (TOEFL) or present other acceptable proof of the ability to speak, write, and understand the English language.

Robeson Community College does not issue the I-20 necessary to obtain an F-1 visa. Students with other visas will be considered on an individual basis. For additional information concerning international student admissions, contact the Director of Admissions.

BOOKSTORE

The bookstore is maintained for the convenience of students in purchasing necessary textbooks and supplies and is located in Building 9. Hours of operation for Fall and Spring Semesters are Monday & Tuesday 8:30 a.m.–3:30 p.m., 5:30 p.m.–7:30 p.m., Wednesday & Thursday 8:30 a.m.–3:30 p.m., Friday 9:00 a.m.–1:00 p.m. Summer Semester hours are Monday–Thursday 9:00 a.m.–1:00 p.m. unless otherwise posted.

BUSINESS OFFICE

The receipt of fees and the disbursement of approved refunds are the responsibility of the Business Office. Office hours are 8 a.m. to 5 p.m., Monday through Thursday, and 8 a.m. to 3 p.m. on Friday. The Business Office is located in the I. J. Williams Administration Building, Building 2.

RETURNED CHECK POLICY

Students who write checks for registration and/or fee charges which are returned to the college unpaid by their financial institutions will be notified by the Business Office via certified letter and phone. At this time a \$15 returned check fee will be charged. These students will be given fifteen (15) days to clear the debt either by cash payment of certified check. After fifteen (15) days if the debt is not cleared, a warrant will be issued by the Robeson County Magistrates' Office. Until the debt is repaid students will be prevented from registering for future class(s), curriculum or noncurriculum, or receiving grades and/or transcripts.

CAMPUS SECURITY

Uniformed security personnel are employed by the College. Among their duties are campus safety and security, parking, and traffic control. Any acts of vandalism, theft, etc., should be directed to their attention or to the attention of Institutional Services. Loitering in the parking areas is not permitted.

COUNSELING AND CAREER SERVICES

Counseling is available to help students gain a better understanding of themselves and their opportunities. Professionally-trained counselors are available to discuss and help students explore any problem areas they may experience. Students who are experiencing personal, interpersonal, or academic difficulties are encouraged to see a counselor as soon as possible. Appointments can be made by telephoning (910) 272-3353, or persons can come by Counseling and Career Services in the Student Center, Building 13. Conversations are confidential and handled in a professional manner as provided for by the American Counseling Association Ethical Standards, and the laws specifically regulating Counseling in North Carolina.

Counseling and Career Services also provides groups for personal growth experience. Groups may include the following: Assertiveness Training, Study Skills, Personal Growth, Habit Control, Test-taking and Test Anxiety, Self-concept Development, Values Clarification, Coping with Grief, Communication Skills, Stress and Time Management. Counseling and Career Services sponsors Career Workshops *each semester* on such topics as: Resume Writing, Finding the Right Career, Preparing for the Job Interview, and other career-related activities.

Career Services offers students many valuable and effective services. The sheer multitude of possibilities often make the process of choosing an occupation very frustrating, time consuming, and haphazard. For RCC students, career planning helps provide direction in making the right career choice.

Career services involves more than just choosing an occupation. It also includes knowing your interests, values, and capabilities (self-assessment), becoming aware of the work world opportunities, learning the necessary employability skills to obtain and keep a job, and knowing how to develop, reevaluate and implement long-term career plans. Career Counselors help students examine their interests, aptitudes, and values. Interest inventories and aptitude tests are administered and interpreted.

The Career Online Personality Tests allow students to assess their career-related needs. Students complete a series of self-paced exercises designed to help them in exploring career possibilities. A personal profile is created to reflect their abilities and aspirations. Needs are assessed in terms of the following dimensions: educational level attained or aspired, work site preferences, level of physical demands sought, temperament factors, level of earnings sought, aptitude factors, interest factors, future outlook, personality factors, fields of work, physical activities sought and to be avoided, hours of work and travel preferences, and environmental conditions desired. The student interacts with the computer to explore for occupations, to obtain specific profiles on occupations of interest, to compare occupations, and to search for occupations that are related.

Job Placement: Counseling and Career Services offer assistance to students currently enrolled in curriculum programs, or alumni who may be seeking full or part-time employment. Placement personnel act as a liaison between students and potential employers. Contact is maintained with employers who are looking for qualified applicants and positions are advertised on campus. Job Fairs are held annually for graduating students. Students can access information on jobs that are updated daily by Employment Security Commission at www.esc.state.nc.us. All graduating students who seek assistance with locating employment are asked to 1) complete a placement packet, and 2) provide typed resumes.

TESTING SERVICES: Placement Testing is handled through Counseling and Career Services. Testing does not determine whether or not students can attend College. The purpose of Placement Testing is to match the academic readiness of the student with the academic requirements of the curriculum. Persons applying for admission into all diploma or degree programs are required to test. Placement Test scores are used in conjunction with previous transcripts in determining whether students are academically ready to enter a particular curriculum. Testing is administered in the following areas: Writing, Reading Comprehension, and Mathematical skills. Testing is scheduled after applicants have submitted an application to the College. There is no charge for taking the test. Hobet testing is required for Allied Health applicants. The Hobet test measures reading comprehension and basic mathematics. The Hobet provides an objective measurement of critical thinking skills, test taking, stress levels, social interaction and learning styles. Students may contact Counseling & Career Services about Hobet testing.

Placement Test Waiver: Placement Testing may be waived in some situations where students have earned credits at other colleges or achieved qualifying test scores on the SAT or ACT tests. For information concerning testing waivers, students should contact Admissions or Counseling Services.

Transferring Test Scores: Robeson Community College uses the ASSET and COMPASS Tests by American College Testing for placement testing. Applicants who wish to take the test, or who have taken the test, at another college need to request to have their test scores sent to the RCC Testing Office. To facilitate this process, "Test Score Request" forms are available from the RCC Admissions Office and Counseling and Career Services. Request forms can also be downloaded from the Internet at www.robeson.cc.nc.us/studserv. Transferred test scores must be official copies sent from the other college to RCC.

RCC Retest Policy: Testing is used to place students in appropriate level courses rather than for admissions purposes. Therefore, retesting is not recommended for regular programs unless it is determined that first test scores are invalid.

Right of Appeal: Any student who thinks that special consideration should be given to him or her concerning the retest policy has the right to appeal. A formal request in writing should be made to the Allied Health Appeals Committee and directed to the Assistant Vice President of Student Services. The request should provide information that would demonstrate valid reasons for granting additional consideration for the student's particular situation.

Additional specialized tests are available to anyone wishing to find out more about themselves, their abilities, and their interests. Specialized tests/inventories are administered upon requests by students and faculty. Some examples of specialized tests may include interest inventories, personality tests, aptitude tests, diagnostic tests, achievement, and general ability tests.

DRUG AND ALCOHOL ABUSE AWARENESS PREVENTION PROGRAM

Robeson Community College operates a drug abuse awareness prevention program for all students and employees. Counseling, information, and referral services are provided by professionally trained counselors. Counselors are available to talk with anyone concerning drug/alcohol use. Counselors may be contacted directly or indirectly. Persons requesting anonymity may telephone the Counseling and Career Center for information without disclosing their names (272-3353). Referrals to external agencies may be appropriate in some situations.

Counselors are knowledgeable concerning treatment, length of residential stay, costs, etc. of local outside agencies.

There is a Drug/Alcohol Display Center in the Counseling and Career Services where persons can receive free information concerning drugs and/or alcohol use and abuse. Persons are encouraged to go by and pick up this free information. Drug/Alcohol information is also displayed and distributed around campus at other locations. Robeson Community College also sponsors speakers who have expertise on drug and/or alcohol use. Other activities are planned to create an awareness of the effects of drugs and alcohol, and how these behaviors affect learning and working. The total college community is invited to attend these functions. Below are some telephone numbers where more information on drugs and alcohol can be received.

Hotline Numbers for Drug/Alcohol Information

Local: Crime stoppers 738-1133 (do not have to give name)

1. Mental Health Center - 738-1431
2. Carolina Manor - 738-1191 or 1-800-445-7595
3. Cumberland HSA Hospital - 1-800-682-6003
4. Palmer Drug Abuse Program (Free Services) - 618-1135 or 521-8995

800 Numbers:

1. Pride Drug Information Hotline - 1-800-241-9746
2. National Institute on Drug Abuse (NIDA) - 1-800-638-2045
3. NIDA Hotline (Directs callers to local cocaine abuse centers. Free materials on drug abuse may also be requested. All information and referrals confidential.)
4. Cocaine Hotline - 1-800-COCAINE
5. Fetal Alcohol Syndrome (FAS) Hotline - 1-800-532-6302

AIDS

Robeson Community College provides information to students about AIDS. This information is available through handouts and video tapes that are available in the Counseling and Career Services. The counselors are available to provide referral information for students and personal counseling about the HIV virus that causes AIDS.

The Center of Disease Control's National AIDS Hotline (1-800-342-AIDS) offers 24-hour service seven days a week to respond to any questions about HIV infection and AIDS. The number for the Robeson County Health Department is 671-3200.

DISABILITY SERVICES

Robeson Community College recognizes a "qualified disabled person" as one who meets the federal definition of having a disability. A disabled person is defined as "any person who (1) has a physical or mental impairment which substantially limits one or more major life functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; or, (2) has a history of having been classified as having a mental or physical impairment that substantially limits one or more major life activities."

Robeson Community College is committed to providing education for all academically qualified students regardless of disabling conditions. The College seeks to enroll students who can complete college level courses with the help of support services and classroom accommodations. A formal program for students with learning or physical disabilities is not offered; all students attend the same classes. Support services may include, but are not limited to, the following auxiliary aids, services, and academic adjustments:

- Test administration modification
 - Individual counseling
 - Tutors
 - Classroom modification
 - Note takers
 - Assistance with completing forms
 - Talking calculators
 - Electronic readers
 - Braille calculators, printer, or typewriters
 - Reaching device for library use
-

- Calculators or keyboards with large buttons
- Taped texts
- Interpreters
- Television enlargers
- Readers

Federal law prohibits RCC from requesting information regarding disabling conditions on the admissions application; therefore, it is the responsibility of the student to contact Student Services and make his/her disability known and to request academic adjustments and/or auxiliary aids. Upon identification, the student will be referred to the counselor in Counseling and Career Services, who also serves as the College's ADA Coordinator, and the following procedures will be followed:

1. Verification for Disability

(Learning Disability): To ensure the provision of reasonable and appropriate services and accommodations, students requesting services must provide current documentation of their disability. This documentation must identify a significant discrepancy between achievement and ability or an intra-cognitive discrepancy not attributable to other disabling conditions or to environmental deprivation. In addition, the assessment should measure the student's specific strengths and weaknesses and report how the student's disability has interfered with educational achievement. Appropriate services and/or accommodations will be determined from the specific information provided. The complete policy with suggested assessment instruments is located in the Office of Disability Services (Counseling Center).

The following guidelines, which are congruent with DSM-IVR diagnostic procedures, should be followed.

A) Testing must be comprehensive: More than one assessment device should be administered for the purpose of diagnosis. Testing must address, at the minimum, the following domains:

- 1) Aptitude (Include subtest scores)
- 2) Achievement (Current levels of functioning)
- 3) Information Processing (Specific areas of information processing)
- 4) Other Assessment Measures (Non-standard measures and informal assessment procedures)

B) Testing must be current and reflect the student's present needs and levels of functioning.

C) Professionals conducting assessment and rendering specific diagnoses must be qualified to do so.

(Other Disabilities): Students with other disabilities who are requesting accommodations are also required to provide professional documentation regarding their disability so that arrangements can be made to meet special needs (i.e., results from medical, diagnostic tests, etc.)

2. When appropriate and based on documentation of the disability, special placement testing arrangements will be made (i.e., large print test books, taped tests).
3. Upon receipt of documentation of the disability, the student is asked to sign a "Consent for Release of Information" form which permits the Disability Services Coordinator to discuss the request for special services with other professionals who need to know, and who will be involved with providing the services and assisting with academic planning. The consent waiver may be revoked at any time while the student is enrolled by a written request, and automatically becomes null and void when the student ceases to be enrolled.
4. Upon preregistering each semester, the student requesting academic adjustments or auxiliary aids will submit a copy of his/her proposed course schedule to the ADA Coordinator in Counseling and Career Services. Once the student has formally registered for classes, a final copy of the course schedule will be given to the ADA Coordinator.
5. It is the responsibility of the student to discuss the need for academic adjustments or auxiliary aids with each instructor.

6. The student is encouraged to contact the Office of Disability Services for assistance with any difficulties or concerns while enrolled at RCC.

Requests for special services should be made at least one month prior to needing special accommodations and registering for classes. Every reasonable effort will be made to accommodate all students; however, if requests are not received in a timely manner prior to the time the student needs special accommodations, it may not be possible to provide the necessary services until a later term.

STUDENT CENTER

A grill, vending machines, and game room are located in the Student Center Building. For students to enjoy a clean place to spend leisure time, each person must place cups, wrappers and other items of refuse in trash receptacles. Everyone is expected to do his part in keeping the area neat and clean at all times.

Gambling is not permitted by State Law.

STUDENT ORIENTATION

Orientation is held each semester for new entering and returning students that have been out of school for two semesters. It is highly recommended to students that they attend an orientation session.

Orientation is designed to help make the transition to college as smooth as possible. The orientation process is designed to accomplish the following:

1. Acquaint students with campus regulations.
2. Introduce students to key personnel on campus.
3. Advise students of college support services.
4. Provide academic information.
5. Acquaint students with college survival skills.

ACA 115--The Success and Study Skills course is designed to help you become a more successful student. This course is an extension of new student orientation and gives the student more detailed information about the college experience. Talk with your academic advisor to register for this class.

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational goals.

STUDENT SERVICES

Robeson Community College provides many personal services designed to make the educational experiences of its students profitable and satisfying. The faculty and administration recognize that the central purpose of the College is to provide an environment wherein each student may achieve maximum development - intellectually, socially, and physically. The services, organizations, and activities are provided as a means of contributing to the total growth of the individual.

The basic objectives of Student Services at Robeson Community College are built upon the philosophy and objectives of Robeson Community College and the North Carolina Community College System.

1. To interpret the College's objectives, opportunities and policies to prospective students.
 2. To assist in the implementation of the "Open Door" philosophy and policy.
 3. To assist the student in satisfactorily selecting, entering, progressing within, and completing a course of study whether general, technical, trade, upgrading, basic education, or cultural in nature.
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4. To provide a professional, competent, and continuing counseling program in assisting students with academic, vocational, personal, and social-economic problems.
5. To properly record, maintain, and make available to proper persons information regarding students.
6. To provide, develop, encourage, and evaluate a program of student activities.
7. To encourage suitable vocational-educational placement upon termination of individual studies at the College.
8. To promote and encourage programs related to the health, safety, and physical welfare of the student.
9. To initiate, encourage, complete and share systematic research and the results thereof.
10. To continuously evaluate and improve Student Services.

With these objectives, it is imperative that close, full cooperation be maintained not only within the Student Services staff, but also with the administration, faculty, students and the community. It is with this cooperation and with these purposes that the Student Services staff dedicates itself to serving RCC students, staff and community.

STUDENT SUPPORT SERVICES

Student Support Services is a federal funded TRIO program sponsored by the U.S. Department of Education to provide services to eligible college students. Priority is given to those applicants who are low, first generation, and/or disabled college students.

The office of Student Support Services (SSS) at Robeson Community College is designed to enrich student life academically, culturally, and socially to ensure a supportive environment for students adjusting to college life. Our staff will provide the 160 students who are accepted into the program with supportive services that include advising, counseling, no cost tutoring, workshops, educational support plans, career development, financial aid counseling, and cultural enrichment programs. The program also includes an initiative to assist students who want to transfer to a four-year institution. SSS is committed in increasing the retention/graduation rates and in helping students attain academic, social and personal success.

The tutorial component of SSS is available to program participants in all regular curriculum courses. This program is designed to help those students who are having difficulty making satisfactory grades in any particular subject. Students recommended by instructors tutor those students in need of assistance. Students interested in the tutorial program should contact the SSS office or the Tutor Coordinator.

The SSS counselor will provide academic and personal counseling that will not only equal success at RCC, but also when students transfer to another college and/or enter the world of work. The counselor will also provide academic, advising, financial aid counseling and conduct workshops for SSS participants.

Those students who are not sure of their status or would like to learn more about our SSS program please contact Jennifer B. McLean, 272-3348, SSS is located in the Student Center (Room 1310).

VETERAN SERVICES

Information and requests pertaining to veteran affairs can be secured from the Veteran Affairs Officer in the Financial Aid/Veterans Affairs Office. The veteran student must maintain satisfactory academic progress, attendance, and conduct for continued eligibility payments. Refer to Veteran Services section of the Student Handbook.

VOTER REGISTRATION ASSISTANCE

Information, forms and assistance completing voter registration materials can be secured by contacting a counselor in the Counseling and Career Services Office located in Room 1302 of the Student Center.

Academic Policies and Procedures

Academic Freedom Policy

It is the policy of Robeson Community College to support the concept of academic freedom for its faculty, and as such respect the faculty member's right to teach, investigate, and publish freely in accordance with the provisions and clarifications provided in this policy.

ACADEMIC EXPECTATIONS

Student Expectations of Faculty

The faculty of Robeson Community College pledges to provide the highest level of service possible to all of its students all of the time. Your faculty member knows what students need to do to succeed in the course you are taking, and your instructor wants you to succeed. To this end, it is reasonable for students to expect that faculty will:

- provide you with a syllabus that outlines the content and objectives of the course and spells out the instructor's grading and attendance policies
- be a professional who will treat each student respectfully, equally, and honestly.
- Start class on time, be prepared, and use effective teaching strategies to promote learning of the subject material activities for the full time allotted for all classes.
- Strive to create a positive environment in which you may pursue learning.
- Be accessible and approachable.
- Provide timely and consistent feedback regarding student progress.
- Provide reasonable assistance on an individual basis as may be necessary and appropriate.
- Preserve the academic integrity of the course.

Faculty Expectations of Students

Robeson Community College is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. Instructors seek to guide you, motivate you, and outline for you the body of knowledge to be learned. To this end, we believe it is reasonable to expect that students will:

- Treat other students and faculty with respect and treat the classroom as a professional environment.
 - Accept the challenge of collegiate studying, thinking, and learning.
 - Anticipate that the level and quantity of work in some courses will exceed prior experiences.
 - Be informed about instructors' policies presented in the course syllabus, as well as the policies of the college published in the Robeson Community College Catalog and Student Handbook
 - Attend all classes, except when emergencies arise.
 - Adhere to class start times and end times that are prescribed.
 - Be an active participant in class.
 - Study course material routinely.
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- Refrain from any behavior that may distract others.
- Silence all cell phones, pagers, and other communications devices in every class.
- Use the internet for valid, academic purposes only while in any RCC campus computer lab.
- Transact personal business with the instructor (such as asking him or her to sign forms) before instruction begins or after class.
- Let no temptation cause you to compromise or surrender your integrity, ethics, or morals.

ATTENDANCE POLICY AND PROCEDURES

Regular class attendance is expected of students. Faculty keep records of class attendance and tardiness and these records become part of the official records of the institution. The college is committed to the principal that regular and punctual class attendance is essential to the student optimizing his/her scholastic achievement and that it is the responsibility of the student to attend class regularly without being tardy. As students are adults with many responsibilities, an occasional absence might be necessary. However, such absences in no way lessen the students' responsibilities for meeting the requirements of the class.

1. When the College offers a class, the faculty and staff shall work together to develop an accurate class roster listing all students enrolled in the class. Student names are to be placed on the class roster once they have officially made payment for tuition and fees with the Business office.
2. Once a student is officially enrolled in a class, regular class attendance is expected. Absences are a serious deterrent to good scholarship, and it is impossible to receive instruction, obtain knowledge, or develop skills when absent from class.
3. Inasmuch as the College's students are adults, it is understood that absences may be required for a variety of reasons, but when these occurs, it is the student's responsibility to make up missed class work or assignments.
4. Being late arriving for class or leaving a class early can be a disruption for both the faculty member and the students, hence tardiness is strongly discouraged.
5. A Student Withdrawal shall occur when a student officially withdraws/drops a class. The withdrawal/drop shall be effective as of the date the student takes his/her official action.
6. An Administrative Withdrawal shall occur when a student fails to maintain class attendance as described in the instructor's course syllabus or attendance records indicate there is a lack of participation by the students as evidenced by consecutive absences over a period of time to be determined in accordance with class meeting frequency and times as stated below

Consecutive Absences for a Period Exceeding One Full Week of Classes

- Classes meeting one time a week-drop if not in attendance the second time.
- Classes meeting twice a week-drop if not in attendance the third class.
- Classes meeting three times a week-drop if not in attendance the fourth class.
- Classes meeting four times a week-drop if not in attendance the fifth class.
- Classes meeting five times a week-drop if not in attendance the sixth class.

- Students taking Distance Learning classes must have contact with the instructor each week during the semester or the student will be dropped from the course. The drop will take place the first day of the week following the week without student-instructor contact. The student-instructor contact may be electronic, by telephone, or in person.

Exceptions will be made for bona fide reasons only and must be recommended by the appropriate instructor(s) and approved by the appropriate Assistant Vice President in Educational Services before readmission to class is permitted.

7. An instructor may execute an Administrative Withdrawal for a student if reasonably assured that the student does not intend to pursue the learning activities of the class due to excessive absences, lack of effort or participation or other good cause.
8. An instructor may execute an Administrative Withdrawal when a student completes the minimum objectives stated for a class or transfers to another class.
9. Students attending Robeson Community College must attend 75% of the required contact hours for the class in order to receive credit for the class. Once a student has missed 20% of the class time, the instructor should refer the student to the appropriate Assistant Vice President for Educational Services. The assistant vice president may grant a waiver allowing the student to miss an additional 5% of the contact hours. If the waiver is not granted or the student misses hours in excess of the approved waiver, the instructor will drop the student from the course. In no case will a student receive credit for a course if he/she misses in excess of 25% of the required contact hours. Should the student so desire, he/she may continue to audit the course after being dropped, but the grade will remain the same. Absences begin with the first session a class is scheduled to meet even though the student may register late.
10. Students who attend Robeson Community College must attend 80% of the time scheduled for a regular class meeting to be counted present when the class meets.
11. Tardy shall be defined as a student entering class after the roll is checked or after instruction has begun, and it shall also be defined as a student leaving class early, regardless of the reason. Thus, if a student is in class for 80% of the time but less than 100% of the meeting time, then that student shall be counted tardy.
12. For the purpose of maintaining class attendance, faculty shall count three tardies as one absence.
13. Inasmuch as the faculty member of record for a class is responsible for official class attendance and tardy records, students who have a grievance regarding class attendance or tardies shall resolve them with the instructor.

EDUCATIONAL RECORDS

Enrollment and Degree Verification-National Student Clearinghouse

Robeson Community College is a member of the National Student Clearinghouse. The Clearinghouse provides a central repository for information on the enrollment status of Qualifying Program borrowers attending educational institutions. The Clearinghouse is the school's agent for purposes of confirming enrollment status of student financial aid recipients. Robeson Community College reports the enrollment status of students to the Clearinghouse. The Clearinghouse is then responsible for providing status and deferment information, on behalf of the College, to guaranty agencies and lenders. See www.studentclearinghouse.org. Employers and/or background-screening firms should access www.degreeverify.com.

Directory Information—The items listed below are designated as "Directory Information" by Robeson Community College and may be released for any purpose at the discretion of RCC.

- Category I-** Name, address, telephone number, dates of attendance, class.
- Category II-** Previous institution(s) attended, major field of study, awards, honors (includes Honor's and President's Lists), degree(s) conferred (including dates).
- Category III-** Past and present participation in officially recognized sports and activities, date and place of birth.

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold the disclosure of any or all of the categories of "Directory Information".

Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information". Should you decide to inform RCC not to release any or all of this "Directory Information," any future request for such information from non-institutional persons or organizations will be refused.

The College will honor your request to withhold any of the categories listed but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the College assumes no liability for honoring your instructions that such information be withheld.

If you wish to indicate your disapproval for RCC to disclose any or all the public or directory information listed, a copy of the sample "Request to Prevent Disclosure of Directory Information" printed in this handbook is available in the Registrar's Office no later than 10 calendar days after enrolling. Robeson Community College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

Request to Prevent Disclosure of Directory Information By Robeson Community College

Year _____

Please mark the appropriate boxes and affix your signature below to indicate your disapproval for the College to disclose the following public or directory information.

- Category I:** Name, address, telephone number, dates of attendance, class. ☐
- Category II:** Previous institution(s) attended, major field of study, awards, honors (includes President's and Honor's List), degree(s) conferred (including dates). ☐
- Category III:** Past and present participation in officially recognized sports and activities, date and place of birth. ☐

Date _____ Student Signature _____

Right of Access—Any currently enrolled or former student has a right to inspect and review any and all official records, files, and data directly related to the student including all material that is incorporated into each student's cumulative record folders. Request for review of records shall be in writing to the Registrar. Request to review and inspect records shall be granted as soon as possible, but no later than 45 days following the date of request. The inspection and review shall occur during regular school hours. The Registrar shall notify the student of the location of all official records which have been requested and provide personnel to interpret records when appropriate. A sample copy of Request to Review Education Records is printed in this handbook. These forms are available in the Registrar's Office.

Student records are maintained in a manner to insure privacy of all such records and Robeson Community College shall not, except as authorized, permit any access to or release of any information therein except as follows:

1. Access to student records may be permitted to any person or institution for whom the student has executed written consent specifying the records to be released. A sample of Written Consent Waiver is in the handbook. These forms are available in the Registrar's Office.
2. Access to student's records or components thereof must be disclosed without the student's written consent to the following:
 - a. Authorized representatives of the following for audit and evaluation of federal and state supported programs:
 - (1) Comptroller General of the United States
 - (2) The Secretary of the United States Department of Health, Education and Welfare.
 - (3) The US Commissioner of Education, Director of National Institute of Education or Assistant Secretary of Education
 - b. State and local officials to whom disclosure is required by state statute adopted prior to Nov. 19, 1974.
3. Access to student records without written consent is permitted to:
 - a. Robeson Community College administrative staff, including faculty, who have legitimate educational interests, and clerical and professional employees who manage student record information.
 - b. Officials of other institutions in which the student seeks to enroll.
 - c. Persons or organizations providing to the student financial aid or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.
 - d. Organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction. Those organizations may not disclose personal identification of students, and information secured must be destroyed when no longer needed for their projects. Robeson Community College will obtain such assurance in writing.
 - e. Accrediting organizations carrying out their accrediting functions.
 - f. Parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1954, Section 152.
 - g. Persons in compliance with a judicial order or a lawfully issued subpoena, provided that the College first makes a reasonable attempt to notify the student.
 - h. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons.

Robeson Community College may release without written consent those items identified as public or directory information on any student not currently enrolled.

Robeson Community College is responsible for informing parties to whom personally identifiable information is released that recipients are not permitted to disclose the information to others without written consent of the students.

Example:

**IN ACCORDANCE WITH PUBLIC LAW 93-380
THE INFORMATION ON THIS RECORD MAY
NOT BE RELEASED TO A THIRD PARTY
WITHOUT PERMISSION OF SAID STUDENT**

Challenge of the Contents of Education Records:

1. Robeson Community College provides students with the opportunity to challenge the contents of their education records which the student considers to be inaccurate, misleading, or otherwise in violation of their privacy or other rights.
2. When Robeson Community College receives a challenge request, it will decide within 15 days whether or not corrective action consistent with the student's request will be taken. The student will be notified of the decision. If the decision is in agreement with the student's request, the appropriate records shall be amended.
3. When a student is not provided full relief sought by the challenge he/she shall be informed by the Registrar of his/her rights to a formal hearing on the matter.
4. A student's request for a formal hearing must be in writing. (See sample Student Request for Formal Hearing in this handbook). This form may be picked up in the Registrar's Office. Within 15 days after receiving the request, the student shall be informed of the date, place, and time of the hearing.
5. Students shall be afforded a full and fair opportunity to present evidence relevant to the issue raised. A student may be assisted or represented at the hearing by one or more persons of his/her choice, including an attorney at the student's own expense.
6. The decision of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of a written statement summarizing the evidence, and stating the reasons of the decision which will be delivered to all parties concerned.
 - a. Robeson Community College will correct or amend any educational records in accordance with the decision of the hearing panel if the decision is in favor of the student.
 - b. If the decision is unsatisfactory to the student, the Registrar will inform the student that: (1) The student has the opportunity to place with the education records a written statement about the information in the records, or a statement giving any reason for disagreeing with the decision of the hearing panel. (2) That the written statement given by the student will be placed in the education records and will be maintained as part of the record for so long as the records are held by Robeson Community College. (3) When the education records are disclosed to the authorized party, the statement filed by the student shall be included.
 - c. A student cannot use his rights of challenge to question substantive education judgments which are correctly recorded. A student does not have the right to challenge a grade given in a course because he/she feels a higher grade should have been given.
7. Students will not be permitted to inspect and review the following information that may be a part of their education records:
 - a. Financial information submitted by parents.
 - b. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which collected.
 - c. Confidential letters and recommendations associated with administrations, employment or job placement, or honors to which students have waived right of inspection and review.

Location of Student's Education Records

A copy of all curriculum student education records is kept in the Office of Records and Registration. The Registrar is chiefly responsible for maintaining all of these records.

A copy of all continuing education records is kept in the Continuing Education Department. The directors and secretaries are chiefly responsible for keeping all of these records.

Other officials which are responsible for student education records are as follows:

Financial Aid Officer - Student financial aid, benefits, and services.

Veteran Affairs Officer - VA records on all veteran students.

Placement Officer - The placement folder contains a personal data sheet with the following information: biography, education, experience, preferred placement and references. Also a faculty evaluation sheet on the student's quality of work, appearance, cooperation, dependability, initiative, personality, judgment, and leadership.

Counselors - Computer printouts on academic and probation standing.

Advisors - Scholastic records and grade reports, advisory information sheets.

Other Locations - Robeson Community College's campus vault; Safe Deposit Box, BB&T, Lumberton, NC.
Forms

Transcript Release Form

I hereby authorize Robeson Community College to furnish a copy of my RCC college transcript to:

Person and/or Organization _____

Address _____

In compliance with the Family Education Rights and Privacy Act of 1974, it is the policy of Robeson Community College not to release this transcript to any individual, agency, or organization without the written consent of the student.

Signature

Date

/ _____
Telephone No.

Witness

The following information is provided to help in locating my records:

Name of student while attending RCC _____

Social Security No. _____

Program entered at RCC _____

Last Date Attended _____

FOR OFFICE USE ONLY

Date Picked Up _____

Date Mailed _____

Signature _____

Paid _____

Request to Inspect and Review Education Records

Date Submitted _____

To: Registrar

I wish to inspect my education record maintained in the following office(s):

Print Name (Student) _____

Address: _____

Student's Signature _____ Tel. _____

To: Student

Your request for inspection of your record was received on (date). The requested record will be available for review on (date).

Date _____ School Official's Signature _____

To: Registrar

I have inspected and/or have been informed of the contents of the requested education record identified above and am satisfied with its accuracy and completeness.

Date _____ Student's Signature _____

To: Registrar

I have inspected and/or have been informed of the contents of the requested education record identified above and am not satisfied with its accuracy and completeness for the following reason(s):

Date _____ Student's Signature _____

Student Request for Formal HearingTo: _____
(Chairperson, Hearing Board)From: _____ Date: _____
(Student's Name)

Subject: Request for Hearing Concerning Student Education Records

I request a formal hearing concerning correction of what I believe to be inaccurate or misleading information, described below, contained in my education records:

Contested Information

Education Record Contested

Please notify me of the date, time, and place of hearing. My address and telephone number follows:

Address: _____

Student's Signature _____ Tel. _____

First EndorsementFrom: _____ Date: _____
(Chairperson, Hearing Board)To: _____
(Student's Name)

The decision of the Hearing Board is as follows:

_____Chairperson, Hearing Board _____

GRADING POLICIES

Computing Grade Point Average				
Course	Credit	Grade	Grade Points Per Credit Hour	Grade Points Earned
ENG 102	3	C	2	6
AHR 134	7	B	3	21
AHR 110	5	A	4	20
PHY 121	4	F	0	0
MEC 288	1	D	1	1
	20			48

The grade point average is computed by dividing grade point earned by the total credit hours attempted. In the example, 48 divided by 20 equals 2.40 GPA. All grades "A" through "F", "WF" (which is treated as "F"), and Incompletes (treated as "F"), are counted in the GPA. Credit by transfer and credit by examination are not included in computing the GPA.

Course Substitution

A student may be permitted to take higher level courses (degree) up to 9 credit hours in lieu of lower level courses (diploma) upon request to the Registrar.

Credit By Examination

Advance placement is offered to students who because of their demonstrated abilities are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in most subject areas in which he can demonstrate a mastery of theory and practical application. A list of courses and/or subject areas which are not suitable nor allowable for proficiency exams may be obtained from the Records and Registration Office. Under no circumstances will credit be given when the challenge examination grade is less than "C". Total credits earned by examination and/or transfer credit cannot exceed fifty percent of the program requirements or a maximum of thirty- eight (38) credit hours by examination. (For additional clarification, please refer to section on Credit By Transfer.)

Students enrolled in degree programs may not fulfill the elective course requirements by completing a course through credit by examination.

The following courses may not be taken by proficiency:

ART 110	Art Appreciation
BIO 111	General Biology I
BIO 112	General Biology II
BIO 140A	Environmental Biology Lab
BIO 163	Basic Anatomy and Physiology
BIO 168	Human Anatomy and Physiology I
BIO 175	General Microbiology
BUS 270	Professional Development
CHM 151	General Chemistry I
CHM 152	General Chemistry II
COE 111	Co-op Work Experience
CJC 100	Basic Law Enforcement Training
CJC 122	Community Policing
CJC 212	Ethics and Community Relations
CJC 223	Organized Crime
CJC 232	Civil Liability

ELC 228	PLC Applications
ENG 102	Applied Communications II
ENG 111	Expository Writing
ENG 112	Argument-Based Research
ENG 114	Professional Research and Reporting
ENG 131	Introduction to Literature
ENG 233	Major American Writers
ENG 243	Major British Writers
HIS 121	Western Civilizations I
HIS 122	Western Civilizations II
HIS 131	American History I
HIS 132	American History II
HUM 110	Technology and Society
HUM 130	Myth in Human Culture
HUM 160	Introduction to Film
NAS 101	Nursing Assistant I
NAS 102	Nursing Assistant II
NAS 103	Home Health Care
PED 120	Walking for Fitness
PED 143	Volleyball-Beginning
PHY 121	Applied Physics I
POL 120	American Government
PSY 150	General Psychology
PSY 241	Developmental Psych
REL 211	Intro to Old Testament
REL 212	Intro to New Testament
SOC 210	Introduction to Sociology
SOC 213	Sociology of the Family
SOC 220	Social Problems

The following procedures will serve as guidelines in making applications for all proficiency examinations:

- The following persons will not be permitted to take proficiency examinations:
 - Persons who have taken the proficiency examination previously
 - Persons who have either enrolled in and/or dropped from the course
 - Persons who were enrolled in and failed the course
 - Persons who have a cumulative grade point average less than 2.5
- For new students enrolled in a curriculum program, the Registrar may grant approval.
- Make application to the Registrar for the proficiency exam. Application must be made during the drop/add period.
- Application approval will be forwarded to the appropriate Assistant Vice President of Educational Services for instructor assignment.

NOTE: Only full time instructors give proficiency exams.

- Upon approval of the application, an examination in theory and practicum (where applicable) will be given. **ALL EXAMS MUST BE TAKEN PRIOR TO THE MID-TERM OF THE SEMESTER.**
 - After evaluation of the examination by the instructor, test results will be forwarded to the Registrar and the appropriate Assistant Vice President of Educational Services.
-

7. Credit earned by proficiency examination will be entered on the student's transcript as credit hours passed. No grade or quality point value will be assigned. Credit earned by proficiency examination will not be used in determining grade point average (GPA) or verification of enrollment.
8. Applicants must be in a program of study. All prerequisites must be met where applicable.
9. Proficiencies are not approved for Summer Term.

For credit by examination, students registering for 16 credit hours are exempt from additional tuition charges. However, part-time students must pay the Business Office the tuition charge required by the state for each semester hour credit; this fee is not refundable. Students must register for a course in the Records and Registration Office after approval has been obtained to take a course by examination during drop-add. Fees will be paid in the Business Office. Any exceptions to the above procedures and requirements must be approved by the Vice President of Instruction and Support Services. Exceptions will be made only under rare circumstances.

CREDIT BY TRANSFER

New Students

Robeson Community College may accept credits earned from technical institutes/colleges and any other colleges accredited by Southern Association or other associations accredited by the American Council on Education. Only course grades of "C" or better will be accepted and such courses must parallel the content of RCC courses. In some cases, courses over five (5) years old will not be considered. For a complete listing of these courses, please review section titled "Program Completion Requirements".

All applicants having credits transferred from another institution to RCC must submit an official transcript, and if necessary an appropriate catalog, to the Registrar. Applicants who wish to transfer from other educational institutions must be eligible to return to the school last attended. Any exception to this procedure must be approved by the Assistant Vice President of Student Services and only then by justifiable cause.

The Registrar will determine the transfer credits allowable. This evaluation will be made at the time of acceptance and the student will be notified in writing accordingly. Transfer credits will be posted to the student's permanent record. In addition, transferring students must complete a minimum of fifty (50) percent of the total number of credit hours required for a certificate, diploma, or degree program at Robeson Community College.

NON-TRADITIONAL CREDIT

CLEP/AP Credit

Students may request credit for subjects taken under the College Level Examination Program (CLEP) or Advanced Placement (AP) Program. CLEP or AP credit may be evaluated for general or subject area examinations. Official test score reports from College Board must be submitted to the registrar for consideration of CLEP or AP credit. Test scores must meet the current score recommendations from the American Council on Education (ACE) in order to receive college credit. Additional information concerning these tests may be received from College Board:

College Level Examination Program (CLEP)
P.O. Box 6600
Princeton, NJ 08541-6600
Telephone: (609) 771-7865

Advanced Placement Program (AP)
45 Columbus Ave.
New York, NY 10023-6992
Telephone: (212) 713-8058

Military Credits:

Credits may be extended to Veterans for DANTES Credit or for educational experiences in the Armed Forces. An original transcript of military educational credits/experiences must be submitted to the Office of the Registrar for consideration of credit. All military credits are evaluated using the ACE Guide recommendations. Veterans may request a copy of their military credits/experiences from:

DANTES

P.O. Box 6604

Princeton, NY 08541-6604

AARTS Operation Center

415 McPherson Avenue

Fort Leavenworth, KS 66027-1173

(Fax) (913) 684-2011

Grade Appeal Process

It is the policy of Robeson Community College that students shall have the right to appeal a grade whether derived from singular course event or the final grade issued for the course. Grades for individual class assignments as well as final grades are to be determined by the course instructor or record in accordance with the grading guidelines distributed in the course syllabus at the beginning of a course.

Individual Course Assignment

1. A student may appeal a grade derived from a singular course event as outlined below:
 - a. Any student who has an issue with a grade resulting from an individual course event (i.e. test, pop quiz, term paper, etc.) must attempt to resolve the matter with the faculty member who assigned the grade. Appeals must be made within **three working days** from the date the graded process is returned or made known to the student.
 - b. In the event the matter cannot be resolved, the student may appeal the grade following the outline below:
 - i. The student shall present the appeal **in writing** to the Department Chair/Program Director of the area in which the contested grade was awarded within **three working days** of the faculty member's response.
 - ii. The Department Chair/Program Director shall confer with the student and the instructor to seek a resolution of the appeal within **three working days** of receipt of appeal. If the instructor happens to also be the Department Chair/Program Director, then the appeal should be submitted to the appropriate Assistant Vice President providing administrative supervision for the course.
 - iii. Should the Department Chair/Program Director and student fail to reach a satisfactory resolution, the Department Chair/Program Director shall forward the appeal to the appropriate Vice President providing administrative supervision for the course within **three working days**.
 - iv. The decision of the Assistant Vice President providing administrative supervision for the course shall be made within **three working days** and the decision shall be considered final.

Final Course Grade

2. Students may appeal a final course grade as outlined below:
 - a. Any student who has an issue with the final course grade should attempt to resolve the matter with the faculty member who assigned the grade. Appeals must be made within **three working days** from the receipt of the final grade.
 - b. In the event the matter cannot be resolved, the student may appeal the grade following the procedure outlined below:
 - i. The student shall present the grade appeal **in writing** to the Department Chair/Program Director of the area within which the contested grade was awarded.
 - ii. The Department Chair/Program Director shall confer with the student and instructor to seek a resolution of the appeal within **three working days** of the receipt of the appeal. If the instructor happens to also be the Department Chair/Program Director, then the appeal should be submitted to the appropriate Assistant Vice President providing administrative supervision for the course.
 - iii. Should the Department Chair/Program Director and student fail to reach a satisfactory resolution, the Department Chair/Program Director shall forward the appeal to the appropriate

Assistant Vice President providing administrative supervision for the course for review within **three working days**.

- iv. The Assistant Vice President providing administrative supervision for the course shall convene a hearing before the Academic Appeals Committee within **three working days**. The Assistant Vice President shall serve as the committee chair. The Committee shall consist of four faculty members randomly selected from the Academic Appeals Committee membership. The Committee shall meet to discuss the grade appeal and may hear from the student, the instructor, and any other individuals that the Committee deems appropriate. If the Committee finds the grade received was inappropriate, the Committee shall determine a method by which the grade will be re-evaluated. The resulting grade, if different, must be submitted within College guidelines and may not be appealed further. Should the Committee find the grade received by the student as appropriate, the Committee shall direct that no action be taken to change the final grade and the findings shall be submitted to the Vice President for Instruction and Support Services within 24 hours. The Vice President shall notify the student of the committee's findings within **three working days**.
- v. In cases where the Academic Appeals Committee finds that the grade received by the student was inappropriate, the student may submit a **written appeal** to the Vice President for Instruction and Support Services within **three working days**. The Vice President shall review all evidence related to the appeal, conduct any interviews deemed appropriate, and render a decision within **three working days**. The decision rendered by the Vice President for Instruction and Support Services will be considered final.
3. Failure of a student to pursue a grade appeal in accordance with the provisions of this policy or any publications derived there from shall be deemed unacceptable and the grade assigned will be the grade of record.
4. This policy shall apply to all credit courses offered by the College regardless of length, credit awarded, method of delivery, time of delivery, or other similar factors.

Grade Reports

Grade reports will be mailed to students at the end of each term.

Records Of Progress

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished to students, veterans, and non-veterans alike, at the end of each scheduled term.

Grading System

The 4.00 grade point average system is used to calculate student grade averages.

Grade	Meaning	Grade Points Per Credit Hour
A (93-100)	Excellent	4
B (85-92)	Good	3
C (77-84)	Average	2
D (70-76)	Poor, but Passing	1
F (Below 70)	Failure	0
W	Withdrew	0
WF	Withdrew Failing (Computed as failure)	0
I	The "I" Grade is computed as an "F" until the course requirements are met to the instructor's satisfaction. Incomplete work must be completed within 6 weeks of the next semester, otherwise it will remain as a punitive grade of "F".	0
AU	Audit	0
	Requests to audit a course must be made in Records and Registration during Drop/Add period. Audits are not allowed in allied health or distance education courses. Students auditing a course will not receive credit but will be required to attend class, take examinations, complete assignments, and participate in class activities.	
CP	Credit by Proficiency	0
TC	Transfer Credit	0

Grading System—Associate Degree Nursing

The 4.00 grade point average system is used to calculate student grade averages. Please note that the grading system used with the ADN program is different from that stated in the RCC Catalog and Student Handbook for other programs. ADN students will not be allowed to enter the program if academically deficient.

Grade	Meaning	Grade Points Per Credit Hour
A 93-100	Excellent	4
B 85-92	Good	3
C 80-84	Average	2
Students are required to have a final grade average of 80 in each nursing course to successfully pass and progress to the next nursing course. Nursing students must score "C" or higher in all related and general education courses (77-84).		
D 70-79	Failing in the ADN Program..... (NUR courses) Students must score a C or higher (77-84) on all related courses.	0
F	Below 70 Failure	0
W	Withdraw	0
(no grade points calculated)		
WF	Withdraw Failing	0
(Computed as failure)		
I	The "I" Grade is computed as an "F" until the course requirements are met to the instructor's satisfaction. Incomplete work must be completed within 6 weeks of the next semester, otherwise it will remain as a punitive grade of "F".	0
AU	Audit (not permitted in the ADN program—NUR courses)	0
CP	Credit by Proficiency	0
TC	Transfer Credit	0

Grading System—Allied Health Programs (Except Nursing)

The 4.00 grade point average system is used to calculate student grade averages. Please note that the grading system used with the Allied Health program is different from that stated in the RCC Catalog and Student Handbook for other programs.

All Allied Health students must maintain at least "C" in each major course each semester. Additionally each student must maintain a 2.0 overall GPA in all related and general education course work. Students failing to meet these requirements or receiving a failing grade in any course will be required to exit the program. Students exiting the program because of academic reasons are eligible for readmission provided they correct any failing grade in the related or general education areas and meet the admission criteria.

Grade	Meaning	Grade Points Per Credit Hour
A 93-100	Excellent	4
B 85-92	Good	3
C 77-84	Average	2
D 70-76	Passing related and general education areas	1
D 70-76	Failing in the Allied Health major area	0
W	Withdrew (no grade points calculated)	0
WF	Withdrew Failing (Computed as failure)	0
I	The "I" Grade is computed as an "F"	0
	until the course requirements are met to the instructor's satisfaction, (Incomplete work must be completed in the Allied Health Program before registering for the next semester.) Incomplete work must be completed within 6 weeks of the next semester, otherwise it will remain as a punitive grade of "F".	
AU	Audit (not permitted in the RSP courses)	0
CP	Credit by Proficiency	0
TC	Transfer Credit	0

Distance Learning Education

The grading system of the host institution will be used. The letter grade, issued by the host institution, will be posted to the student transcript.

Developmental Course(s) Completion and Exit Criteria

Entering students, whether recently graduated from high school, or older persons returning to school, are given a basic skills test to determine need for placement into developmental courses. Students are assigned to the appropriate courses and levels depending on test scores, high school transcripts, and chosen curriculum. Full-time students enrolled in developmental studies are expected to complete ACA 115 during their first term. Part-time students are expected to complete ACA 115 during their first year of enrollment. **Once assigned to the appropriate courses and levels, students are expected to adhere to the *exit criteria* listed below:**

Exit Criteria for All Developmental Courses

Students' grades must be "C" or better in the following courses to advance to the next developmental course and/or first curriculum course in English, reading, and math:

ENG	080	Writing Foundations
ENG	090	Composition Strategies
ENG	090A	Composition Strategies Lab
RED	080	Introduction to College Reading
RED	090	Improved College Reading
MAT	060	Essential Mathematics
MAT	070	Introductory Algebra
MAT	080	Intermediate Algebra

- * **NOTE:** The prerequisites for first level curriculum courses in English (ENG 102, ENG 111) and math (MAT 101, MAT 121, MAT 140, MAT 161) also require completion of developmental reading courses or the appropriate ASSET/COMPASS score(s):

ENG	102	Applied Communications II	*Follow Diploma Course Placement Criteria (ENG 080 and RED 080)
ENG	111	Expository Writing	(ENG 090 and RED 090)
MAT	101	Applied Mathematics I	(MAT 060)
MAT	115	Mathematical Models	(MAT 070 and RED 080)
MAT	121	Algebra/Trigonometry I	(MAT 070 and RED 080)
MAT	140	Survey of Mathematics	(MAT 070 and RED 080)
MAT	161	College Algebra	(MAT 080 and RED 080)
MAT	171	Pre-Calculus Algebra	(MAT 080 and RED 080)

Repeating Course Work

To raise a grade in any course, the student must reregister for the course. Only the last grade made will be counted in calculating the total number of credit hours and grade point average. Any exception must be approved by the Vice President for Instruction and Support Services. Any required course in which an "F" is received must be repeated and passed to graduate. Veteran students will not receive any educational benefits (pay) for courses previously attempted and passed. After the third repeat, approval is required from the Vice President for Instruction and Support Services to register for the course again.

Waiver Of Prerequisites

Before a prerequisite may be waived, the student must document or demonstrate abilities in the subject area. The student must consult with and have approval from the appropriate Assistant Vice President of Educational Services. The approval must be forwarded to the Vice President for Instruction and Support Services for

consideration and approval before waiver is granted. If the prerequisite is waived, the student must make application in the Registrar's Office to take "Credit by Examination" in the course that was waived. This proficiency exam must be taken and passed within the semester for which it is waived or the student must take the course the first succeeding semester the course is offered by the College in order to be permitted to register for any additional courses in the program which are affected by the prerequisite requirement.

PROGRAMS

Program (Curriculum) Change Procedures

To change from one curriculum to another or change from special credit status: Students must request an interview with the Director of Admissions to discuss changing programs. When a program change is approved by the Director of Admissions, the program change becomes effective at the beginning of the ensuing semester.

When a student changes from one curriculum to another, any course taken in the previous program which is applicable to the new program will be carried to the new program with the grade earned in that course. After a student has completed at least nine credit hours (9) in the new curriculum with a grade point average of 2.0 or better in those courses, he/she may request the Registrar to reevaluate their academic record. The Registrar will evaluate the students academic record, and all courses not in the present curriculum will not be used in calculating the students grade point average.

Financial Aid and/or Veterans Education Assistance recipients should consult with the Financial Aid Officer and/or the Veterans Affairs Officer prior to requesting a program change. Not all programs are approved for benefits.

Program Completion Requirements

Students are allowed a maximum of five years to complete a program. If the student does not complete the program within a five year period he/she will be required to follow the current catalog or state approved curriculum guide (if different from catalog, will appear as an addendum to the catalog) in selecting and registering for courses. Any credits over ten years old whether earned at Robeson Community College or other accredited institutions will not be counted toward meeting graduation requirements. Exceptions will be made only for general education component courses when a prospective student has completed an Associate or higher level degree and the courses are equivalent to courses in the curriculum applied for at Robeson Community College. The following list of courses will not be counted towards graduation requirements if they are over five years old: ACC 129, CIS 165, CIS 174, CIS 215, CIS 274, CIS 275, CIS 287, CTS 125, CTS 130, DBA 110, NET 110, NOS 110, NOS 130, NOS 230, BIO 111, BIO 163, BIO 168, BIO 169, BIO 175 and BIO 275.

Course changes within programs are generally not made more often than two years. Full-time day students enrolling under the first year of a catalog can expect to complete graduation requirements with little or no change in course offerings. Part-time students and students who enroll at some time other than the first semester of the two-year period may experience some course changes in their programs. RCC staff and faculty will work with students to make adjustments in the affected course areas with minimal inconvenience to the student and without delaying the student's projected date of graduation.

REGISTRATION PROCEDURES/POLICIES

Students are expected to register for course work, as well as pay tuition and fees during advertised registration times established by the Registrar. Formal registration for all curriculum courses is officially closed at the end of the third day of classes each semester. Students registering, but failing to meet financial obligations will be removed from class roster at the close of registration each day.

Any exceptions to the registration procedures must be approved by the Assistant Vice President of Student Services and through the appropriate Educational Services Office, but only then by justifiable cause. Students may initiate Drop/Add requests only after completing the registration process (for additional information on Drop/Add procedures, please refer to section on Drop/Add in this publication.)

Class Schedule

Most classes, credit and non-credit, are scheduled between the hours of 8:00 a.m. and 11:00 p.m. Monday through Thursday, and 8:00 a.m. to 3 p.m. on Friday.

Change of Name and/or Address

In order that official records may be kept up-to-date, change of name and/or address must be reported immediately to the Business Office. A change in Social Security Number will require appropriate verification.

Contact Hours

The contact hours shown in the catalog are minimal. The policy of the college permits students to enroll in additional subjects and laboratory work beyond those shown in the catalog.

Credit Hours

Semester hours of credit are awarded as follows: one semester hour of credit for each hour per week of class work, one semester hour of credit for each two hours per week of lab work, one semester hour of credit for every three hours of shop or clinical work, and one semester hour of credit for every ten hours of cooperative work experience.

Drop/Add Procedures and Withdrawal

A student may drop or add a course at any time within the scheduled drop/add period under the following provisions:

1. The student must have written authorization from his instructor and/or advisor to drop/add a course or courses.
2. Absences are computed from the first class meeting regardless of add date.
3. A student adding a course will be responsible for all makeup work required.

Through the first ten weeks of the semester (adjusted for summer term) the student who withdraws or is dropped receives a grade of "W". For the remainder of the semester the student who withdraws or is dropped will receive a "WF".

Should a student who has dropped for attendance reasons and received a grade of "WF" desire to appeal that grade he or she may do so. The appeal will be made in writing and must be documented. An appeal must be made within five weeks of the drop form submission. An example of an appropriate appeal would be extended hospitalization and a doctors note documenting the illness. The Assistant Vice President for Student Services will review the appeal and within five working days grant or deny a grade change with the approval of the course instructor. If the appeal is granted, the grade will be changed from "WF" to "W" only.

In the last eight days of the class if a student fails to attend class in accordance with prescribed policy an "I" or incomplete may be given at the discretion of the instructor. The granting of an "I" should not violate any attendance policy that requires a student be dropped.

A student withdrawing from the College during the academic year must consult with his faculty advisor and secure a withdrawal form. If the student should find it necessary and not be able to meet with his advisor, he should then contact a Student Services counselor to obtain the withdrawal form. To complete an official withdrawal, the student must obtain the instructor's signature, along with the grade, and return the withdrawal form to the Registrar's Office.

Financial Obligations

Student records will not be released until financial obligations are cleared by the student.

Semester System

Robeson Community College is on a semester system. The fall and spring semesters are sixteen weeks in length. The summer semester is approximately nine weeks in length. The College is in session five days and four nights a week.

Transfer from Day to Evening/from Evening to Day

Students who request to transfer from day to evening classes or from evening to day classes, while a semester is in session, must do so prior to the completion of the first seven weeks in the semester or prior to the date scheduled for the mid-term exam, whichever occurs first. Additionally, students must have a bona fide reason for requesting the change. When a section change is granted by an Assistant Vice President of Educational Services, he or she will complete a form outlining the decision and why the section change was warranted. A copy of that form will be kept by the Assistant Vice President in Educational Services, by the instructor(s) involved, and a copy will be provided to the Registrars Office.

SATISFACTORY ACADEMIC PROGRESS**Standards of Acceptable Academic Progress**

Each student enrolled in a degree, diploma, or certificate program is expected to maintain satisfactory progress toward completion of requirements for that program. A 2.0 grade point average is required for graduation in all programs. Students are expected to maintain this average to be considered in good academic standing.

These standards will be used as the basis for determining a student's status for purposes of academic progress at Robeson Community College and certification to the Veterans Administration; Social Security Administration; Division of Vocational Rehabilitation; student grant, loan, scholarship, and financial aid agencies; as well as other public and private agencies requiring such information. Certain curricula may have minimum course grade requirements which will be specified either in the Student Handbook or the department bulletin.

Each student enrolled at RCC is expected to be aware at all times of his academic status and to be responsible for knowing whether he has met the minimum academic requirements according to RCC's catalog. Furthermore, students are required to consult with their advisors once a semester concerning academic progress.

Academic Probation

Students whose cumulative grade point average falls below those listed in the scale will be placed on academic probation. The student will be required to consult with his faculty advisor and counselor to review academic progress and plan a strategy for improving academic progress.

A student who is on academic probation may return to good standing by meeting the requirements outlined in the Standards of Acceptable Academic Progress or by passing at least 12 hours the next semester of enrollment with a semester grade point average of least 2.0. A student will remain in good standing as long as the student continues to meet the Standards of Acceptable Progress or passes at least 12 hours each semester with a semester grade point average of at least 2.0 per term enrolled.

While on academic probation, a student will not be allowed to participate in extracurricular activities. These activities include: holding an elected office or committee assignment in the Student Government Association, or any other activities which require the student to represent RCC officially. Students placed on academic probation are not eligible for financial aid and cannot participate in early payment of fees for the next term.

Academic Suspension

Satisfactory progress is the responsibility of the student. A student who has been on academic probation for one semester may be suspended from the College.

Academic suspension will be for a period of one semester. At the end of one semester, the student may apply for readmission. Students who do not attain the required grade point average for two semesters following reinstatement to the College may be suspended permanently.

Students may appeal notice of suspension to the Assistant Vice President of Student Services. The Assistant Vice President will meet with student, student's counselor, and faculty advisor.

GRADUATION REQUIREMENTS

The Registrar reviews records for each prospective graduate to determine that all requirements and obligations have been met.

Requirements and Obligations

1. Student must submit an application for graduation by the end of Spring Registration. **It is the student's responsibility to complete this form.** The applications are in Records and Registration.
2. Complete all required courses.
3. Transferring students must complete a minimum of fifty (50) percent of the total number of credit hours required for a certificate, diploma, or degree program at Robeson Community College.
4. Have a minimum grade point average of 2.0.
5. Make an appointment with the Registrar to review graduation status.
6. Have final grades on courses originally graded "I".
7. Must have all financial obligations to the school taken care of. This includes Business Office, Library, or any other financial debt to the school.
8. Commencement exercises are held in May at the end of the spring semester.

Diplomas

Upon graduation, students should check for errors in the spelling of their name on diplomas. Any corrections must be filed with the Records and Registration Office within 30 calendar days after graduation.

The replacing of a diploma for any reason after that time will be at the student's expense.

Criteria for Graduating with Honors

Graduates who have earned a grade point average of 3.5 and above with no grade lower than a "C" and have completed at least half of their degree or diploma requirements in residence at Robeson Community College will be granted a degree or diploma bearing an honors seal. Only courses required in the assigned program of study will be considered in the calculation of a grade point average in determining Honors status. The College furnishes honor and PTK stoles to be worn for the graduation exercise. PTK graduates who are also eligible to graduate with honor may choose one of the two stoles, but will not be given both.

Marshals

Marshals will consist of six students from the Ambassador Program with the highest academic average at the end of fall semester. Ambassadors must also be registered for the spring semester. Only courses required in the assigned program of study will be considered in the calculation of a grade point average in determining honors status.

Additional Requirements for Graduation

Robeson Community College is not obligated to offer courses not listed in the current catalog. Those students not continuously enrolled are required to meet the graduation requirements of the catalog that is current at the time of their reenrollment.

Honors

The Honor's List and President's List are published at the end of each semester.

Criteria for President's List

DEGREE: All full-time students enrolled in the two year associate degree programs achieving a grade point average of 4.0 for the semester.

DIPLOMA: All full-time students enrolled in one year vocational programs achieving a grade point average of 4.0 for the semester.

Only courses required in the assigned program of study will be considered in the calculation of a grade point average in determining Honors status. Hours earned by taking credit by proficiency tests will not be included in determining honors.

Criteria for Honor's List

DEGREE: All full-time students enrolled in two year associate degree programs achieving a grade point average of 3.5 and above with no grade lower than "C" for the semester.

DIPLOMA: All full-time students enrolled in one year vocational programs achieving a grade point average of 3.5 and above with no grade lower than "C" for the semester.

Only courses required in the assigned program of study will be considered in the calculation of a grade point average in determining Honors status. Hours earned by taking credit by proficiency tests will not be included in determining honors.

Criteria for Phi Theta Kappa Honor Society

Students eligible for membership in the Honor Society must be enrolled in a two-year program of study and must have completed 12 semester hours at Robeson Community College and have a grade point average of 3.5 or higher.

Only courses required in the assigned program of study will be considered in the calculation of a grade point average in determining Honors status.

Criteria for National Technical Honor Society

Students eligible for membership in the Honor Society must be actively enrolled in a certificate, degree or diploma program, excluding college transfer, and must have completed 12 semester hours at Robeson Community College and have a grade point average of 3.25 or higher. This Honor Society is available to part-time and full-time students. Students must be nominated by at least one teaching faculty member.

No more than 20 percent of the active students in any major, program, degree, diploma or certificate track shall be eligible for membership. If more than 20 percent of the enrolled students (as defined herein) could qualify for membership, then the eligibility and nominations will be selected from the top 20 percent of that group. In the event of a further tie, the department chair or program director should select the candidate(s).

Noncontinuous Enrollment

Noncontinuous enrollment is defined as not being enrolled for a period of one calendar year or longer. Upon reenrollment the student must comply with the requirements of the catalog that is current at the time of reenrollment.

Expenses

STUDENT FINANCES

Robeson Community College receives financial assistance from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Tuition fees are set by the North Carolina Community College System and are subject to change without notice. The payment of tuition and fees each semester is required at registration.

RESIDENCY REQUIREMENTS

1. Tuition fees are governed according to in-state or out-of-state residency and according to full-time or part-time status.
2. To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to length of residence in the State.

3. To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence of abode incident to enrollment in an institution of higher education.
4. An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the In-State tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the College.
5. Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.
6. Each enrolled student is responsible for knowing the administrative statement of policy on this subject. Copies of the manual are available on request in the Admissions Office, the Business Office, and in the Library.

TUITION

	Full-time=(12 or more credit hours)	Part-time=(Less than 12 credit hours)
Credit Hours	In-state	Out-of-state
1 hour	\$ 42.00	\$ 233.30
2 hours	84.00	466.60
3 hours	126.00	699.90
4 hours	168.00	933.20
5 hours	210.00	1,166.50
6 hours	252.00	1,399.80
7 hours	294.00	1,633.10
8 hours	336.00	1,866.40
9 hours	378.00	2,099.70
10 hours	420.00	2,333.00
11 hours	462.00	2,566.30
12 hours	504.00	2,799.60
13 hours	546.00	3,032.90
14 hours	588.00	3,266.20
15 hours	630.00	3,499.50
16 hours or more	672.00	3,732.80

Tuition Rates are Subject to Change Without Notice.

FEES**Breakage Fee**

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by students is the responsibility of said students. They will be required to pay for damages to such items and may be subject to disciplinary action.

Graduation Fee

The charge for cap, gown, and diploma is paid by the student directly to the manufacturer. Students may order invitations, personal cards, and college rings when ordering caps and gowns.

Laboratory Fee

A lab fee may be charged for each course with a laboratory component. The laboratory fee is non-refundable. The laboratory fee may vary from course to course and from year to year.

Late Registration Fee

A late registration fee of \$5 may be charged all students who register after the announced registration time.

Student Activity Fee

Each student enrolled in 12 semester credit hours or more (full-time status) will pay a \$14.00 student activity fee per term. Part-time students (less than 12 semester hours credit) will pay an activity fee of \$9.00 per term. Activity fees are charged for enrollment in Fall and Spring Semesters. Summer session students are not required to pay an activity fee.

The activity fee is due and payable in the above stated amount at registration. This fee is non-refundable.

For all full-time and part-time curriculum students, a portion of the activity fee will go towards accident insurance. This accident policy covers only bodily injuries caused by school related accidents while attending school during the hours and on days when school is in session.

The remainder of the student activity fee is to be used by the Student Government Association for such items as entertainment, athletic equipment, i.d. cards, conventions, and other appropriate activities.

Technology Fee

A technology fee of \$16.00 is charged fall and spring semesters to support technology services provided by the College. The fee is charged to all enrolled students and is due at the time that tuition is paid each semester. The fee is non-refundable.

Transcript Service and Fee

Students needing a copy of their transcript from Robeson Community College should make application to the Records and Registration Office five days before it is needed. Transcripts are normally issued every day (except during registration and drop/add). In order to receive a transcript on the same day as requested, the student must have a written request turned in to the Records and Registration Office by 10 a.m. Transcripts will be mailed directly to the person, or organization named on the Transcript Request Form, or an unofficial copy may be issued directly to the student. Robeson Community College is not responsible for transcripts that are not mailed directly to the person or organization named on the Transcript Request Form. A picture I.D. is required to pick up transcripts and any other student documentation. Robeson Community College does not fax transcripts. However, it is acceptable to fax a written request for a transcript.

Robeson Community College will not issue a copy of a transcript for any student who has an existing financial obligation to the school. However, this does not prevent the student from inspecting or reviewing his or her record. The College does not accept transcripts by fax and cannot fax copies of transcripts.

INSURANCE**Malpractice Insurance**

Allied Health programs and cosmetology students must purchase malpractice insurance. Coverage on a group plan is available at an annual rate which may vary from year to year. The student will be notified fall semester of the appropriate rate. Students enrolling in COE courses must also purchase malpractice insurance.

Student Insurance

Accident insurance covering the student during school hours is currently available each semester. The cost is covered from the activity fee for all curriculum students, full-time and part-time. It is a limited policy covering only bodily injuries caused by school-related accidents. Contact the Business Office for more information concerning coverage. All claims should be reported to the Business Office.

OTHER EXPENSES**Textbooks**

Textbooks may be purchased in the bookstore. Cost of books vary according to the course of study. Normally, the average cost per semester is \$400 for diploma programs and \$500 for degree programs.

Commencement Announcements

Students may order announcements and personal cards when ordering caps and gowns. The charge for announcements and cards is paid by the student.

REFUND POLICY

The policies relating to tuition refund for students are determined by the North Carolina Community College System Statewide Refund Policy for all North Carolina Community Colleges. Activity and technology fees are not tuition based and are non-refundable.

Tuition Refunds

1. A refund shall not be made except under the following circumstances:
 - A. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
 - B. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
 - C. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
 - D. A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.
2. To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this Rule.
3. When a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examination), all tuition and fees for that semester may be refunded to the estate of the deceased.
4. For classes which the college collects receipts which are not required to be deposited in the State Treasury account, the college shall adopt local refund policies.

Financial Assistance

Robeson Community College's financial aid program exists to ensure that no qualified student will be denied the opportunity to continue his education because of economic disadvantages. Through a program of alternative loans, grants, scholarships, work-study positions, and part-time employment, the student enrolled at RCC is able to supplement his own resources and those of his family to complete a course of study. The Student Financial Aid Office firmly believes that the primary responsibility for financing the student's education rests with the family.

The family is expected to contribute according to its income and assets, just as the student is expected to share in this responsibility through savings, summer work, and part-time employment if necessary.

All federal aid programs require the assessment of financial need based on parental ability to contribute toward the educational expenses.

The student is the focus of the program in the Student Financial Aid Office. Every effort is made to be of genuine assistance in helping the student resolve his financial difficulties.

Robeson Community College accepts the Free Application for Federal Student Aid Form. Students can apply online at www.fafsa.ed.gov or pick up an application form and additional information by writing or visiting the Financial Aid Office. Free Application for Federal Student Aid forms can also be obtained from your High School Counselor.

GRANTS

Federal Pell Grants

Federal Pell Grant is a federal aid program providing funds to students enrolled at approved colleges, community and junior colleges, universities, vocational-technical schools, hospital schools of nursing, and other approved post-secondary educational institutions. Grants normally cover four years of undergraduate study and are intended to be the foundation of a student's financial aid package. Federal Pell Grant is gift aid and no repayment is required.

Awards are based on demonstrated financial need, which is determined by a national formula applied uniformly to all applicants. The level of Federal Pell Grant funding is determined by federal appropriations.

File Electronically!

You can fill out and submit a FAFSA over the Internet. To submit your application using a FAFSA on the Web, go to www.fafsa.ed.gov.

Processed forms received by the Financial Aid Office before May 30 will be processed in time for you to complete fall early registration. You must not owe a refund for grants previously received for educational purposes. You must maintain Satisfactory Academic Progress (see Academic Policies and Procedures).

North Carolina Student Incentive Grant (NCSIG)

North Carolina Community College Grant (NCCCCG)

North Carolina Education Lottery Scholarship (NCELS)

Legal residents of North Carolina accepted for enrollment in an undergraduate program of study may apply. The amount of each grant is based on the individual student's demonstrated financial need in relation to resources and cost of education.

Applications must be received no later than March 15. Applications received after the March 15th State Aid Deadline will be processed if funds are available. To apply, a student must complete the Free Application for Federal Student Aid.

These program is administered through the N.C. State Education Assistance Authority by College Foundation, Inc. For more information visit College Foundation of North Carolina at-website: www.CFNC.org.

Federal Supplement Educational Opportunity Grant (SEOG)

Funds for this program are provided by the Federal Government. The awards are made by the Financial Aid Office to a limited number of students with financial need who without the grant would not be able to attend school. Federal SEOG funds are awarded on a first-come, first-served basis to students based on need.

In order to be considered the applicant must be an undergraduate student who has not previously received a bachelor's degree.

To be eligible for a Federal SEOG, the student must be enrolled or accepted for enrollment on at least a half-time basis and making satisfactory progress in the course of study you are pursuing.

You must be a United States citizen or a permanent resident. To apply, you must complete and turn in a Free Application for Federal Student Aid Form.

SCHOLARSHIPS

RCC Academic Adult High School Scholarships

Robeson Community College awards a one year scholarship to each recipient scoring the highest grade on the North Carolina Competency Test from individual Adult High School classes sponsored by RCC. Each scholarship covers tuition and activity fee for recipients enrolling at RCC in the following academic year.

RCC Foundation Scholarships and Grants

A number of scholarships and grants are offered to students attending Robeson Community College by civic organizations, service clubs, and individuals donors. These awards are made on the basis of need, subject to the availability of funds. No award is made until a student has completed all admission requirements and has been accepted for enrollment. All awards are subject to the final approval of the Financial Aid Committee which is composed of three representatives from the faculty, one representative from the Business Office, and the Financial Aid Officers. The committee meets periodically to consider requests and to make awards. Students who encounter financial difficulty at any time should confer with the Financial Aid Officers in Student Services.

RCC Foundation Academic Excellence Scholarships

Each year the RCC Foundation recognizes academic excellence by awarding scholarships to students meeting the criteria for the College's President's List. For more information concerning the President's List, please refer to the "Honors" section in this handbook. A student meeting eligibility requirements and enrolling the following term as a full-time student will be awarded a scholarship through the Foundation.

RCC Foundation Scholarships for High School Seniors

Each year one (1) graduating senior from the individual Public Schools of Robeson County attending Robeson Community College will receive the RCC Foundation Scholarship for High School Seniors. The scholarships are valued at \$1,000 per recipient and will be applied to the student's tuition, activity fee, and books at RCC.

The recipients are selected by the Principal or his/her designated individual at each school. Contact your high school counselor for more information.

EMPLOYMENT

Federal Work-Study Program

The Federal Work-Study Program provides part-time jobs for students who have great financial need and who must earn part of their educational expenses. The Federal Government provides funds to educational institutions which in turn have jobs available for students. At RCC, students work in a variety of offices and departments with their work schedule built around their academic schedule. Students may work up to 20 hours weekly while attending class full-time. Eligibility is determined by enrollment and financial need. For more information, contact the Financial Aid Office.

NURSING SCHOLARSHIP/LOANS

North Carolina Nurse Scholars Undergraduate Program (NSP)

Funded by the North Carolina General Assembly, this academic, merit-based scholarship/loan program (financial need is not a consideration) assists individuals interested in earning a Degree in Nursing. The Scholarship/loan amount is \$3,000.00 per year with an aggregate total of \$6,000.00 for two years of study (Associate Degree).

For an Application Contact

Interested students should contact: The North Carolina State Education Assistance Authority, Attention: Nurse Scholars Program, P.O. Box 14223, Research Triangle Park, NC 27709-4223 or Online at www.CFNC.org

North Carolina Student Loan Program for Health, Science and Mathematics (HSM)

The HSM Program provides need-based student scholarship/loans to eligible individuals who pursue certain health, science, and mathematical degrees. Associate Degree Programs-\$3,000.00 per year with an aggregate total of \$6,000.00 for two years of study.

For an application contact:

NC Student Loan Program for Health, Science, and Mathematics

P.O. Box 14223, Research Triangle Park, NC 27709-4223 or online at www.CFNC.org

Southeastern General Hospital Loans

A limited number of loans are available to students enrolled in the ADN Program through Southeastern General Hospital. Students should contact the Financial Aid Office at RCC for specifics concerning these loans.

OTHER PROGRAMS

Vocational Rehabilitation

Vocational Rehabilitation may provide educational assistance for individuals with physical, mental, emotional, or learning impairments. To be eligible for services, an individual must:

1. Be an individual with a disability, this is defined to Mean that (a) the individual has a physical or mental impairment which for such individual constitutes or results in a substantial impediment to employment; and (b) the individual can benefit from Vocational Rehabilitation services in terms of an employment outcome; AND
2. Require Vocational Rehabilitation services to prepare for, enter, engage in, or retain gainful employment.

Application Procedure: For more information on services or eligibility, contact your local Vocational Rehabilitation Office, or write to the NC Division of Vocational Rehabilitation Services, P.O. Box 26053, *03 Ruggles Drive, Raleigh, NC 27611-6053 or call at (919) 733-3364. General information may be received from the Disability Services Office (Counseling Center) at Robeson Community College.

Workforce Investment Act (WIA), Trade Act of 1974, (TAA) or the North American Free Trade Agreement (NAFTA)

Funds may be available to qualifying students enrolled in a one-year curriculum program and students enrolled in a two year Associate Degree Program. For more information and eligibility requirements, contact The Employment Security Commission of Lumberton, North Carolina or your local ESC Office.

Lumbree Regional Development Association (LRDA)

Funds are available for qualifying students from low-income families through LRDA. Contact the LRDA offices in Pembroke, N.C.

Telamon Corporation

Funds are available for qualifying students from low-income families through Telamon. The student is paid a training allowance plus cost of tuition, fees, and books. Contact the Telamon Office in Lumberton, N.C.

Dependents' and Survivors' Educational Assistance

Dependents' and Survivors' program is a federal program that provides up to 45 months of educational benefits to children, wives, and widows of veterans who died or were permanently and totally disabled while serving in the Armed Forces. For applications contact the Financial Aid/Veterans Affairs Office in Student Services.

National Guard Tuition Assistance Program

Members of the North Carolina National Guard may be eligible to receive tuition assistance for attending RCC. Contact your local unit for information.

North Carolina War Orphan Program

The North Carolina War Program provides funds to institutions for the waiver of tuition for children of totally disabled or deceased North Carolina War Veterans. Veterans must be 100 percent disabled and their disability does not necessarily have to be war related. To apply, contact the Office of Financial Aid/Veterans Affairs Office.

Veterans Educational Benefits

There are several Educational Programs for those service men and women once they leave the military and enter civilian life; Montgomery G.I. BILL (CHP. 30), VEAP (CHP. 32), SELECTED RESERVE (CHP. 1606 or 1607), ACTIVE DUTY EDUCATIONAL ASSISTANCE PROGRAM.

Benefits must be used within 10 years of date of discharge. A Veteran's total months of eligibility is determined by the total number of service years.

Vocational Rehabilitation for Disabled Veterans

Veterans Vocational Rehabilitation is designed to provide all services and assistance necessary to enable Veterans with a service-connected disability to achieve maximum independence in daily living; to become employable and obtain and maintain suitable employment.

Basic entitlement is based on service connected disability for which you are receiving, or could elect to receive VA Compensation; VA determines a need to overcome employment handicap, or to improve your capacity for independent living; you were discharged from service under other than dishonorable conditions.

Period of eligibility is up to 12 years after date of notification of entitlement to VA compensation. Up to 48 months of rehabilitation and assistance may be authorized.

Contact the Financial Aid/Veterans Affairs Office.

Veteran Services

For the Veteran Affairs Office to operate effectively, it is essential that each veteran becomes knowledgeable of certain operating procedures.

This section of the handbook is designed to explain some of those procedures. Veterans are urged to become completely knowledgeable of its contents.

It is important for each veteran to know how he is certified to the VA in order that he may carry the proper credit or contact hour load to receive the benefits he expects. Each type of certification will be explained below. The Veteran Affairs Officer can answer specific certification questions.

In some cases, veterans may take electives to meet the necessary credit or contact hour load required to be full-time. Veterans should see the Veteran Affairs Officer before the semester begins or during registration to insure that they have the correct number of credit hours or contact hours.

Veterans receive a monthly benefit only after they have attended school for that month.

CERTIFICATION OF ATTENDANCE

Veterans who receive Chapter 30, 1606 or 1607 benefits must certify their attendance at the end of each month. Monthly certification is required and can be done online through the WAVE system at WWW.gibill.va.gov or by phone at 1-877-823-2378. This process must be completed to initiate monthly payments.

CERTIFICATION CATEGORIES FOR VETERANS

Associate in Applied Science Degree. Veterans in these categories are certified to the Veterans Administration on a credit hour basis. The VA requires a minimum of 12 credit hours for full-time benefits. Three-quarter time would be a minimum of 9 credit hours, and half-time would be a minimum of 6 credit hours. Less than 5 credit hours qualifies the veteran only for tuition and fees.

CHANGE OF PROGRAM

There are occasions when a veteran may complete a curriculum and enroll into another curriculum during the school year. When this happens, the veteran should report to the Veteran Affairs Office and complete VA form

21E-1995. Also, if he/she transfers to another school, the school to which he/she is transferring will assist in the completion of this form.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is the same for veterans and non-veterans. Please see Academic Requirements noted in this publication on page 36.

STUDENT STATUS

If a veteran increases or decreases his/her registered semester credit hours, VA form 22-1999B must be completed by the Veterans Affairs Officer. The veteran must notify the Veterans Affairs Officer of all schedule changes.

TERMINATION

The Veteran Affairs Officer must be notified immediately if a veteran withdraws from school. The veteran is responsible for this information reaching the Veteran Affairs Officer promptly.

Veterans who are terminated to the Veterans Administration for pay purposes for unsatisfactory progress and/or conduct must go through counseling before they can be reinstated for pay purposes.

Veterans who are terminated to the Veterans Administration due to absences during any part of the term may not be reinstated for pay purposes until the beginning of the next term unless there are extenuating circumstances causing the absences that are beyond the control of the veteran. Veterans whose pay is terminated to the Veterans Administration because of unsatisfactory attendance, need not go through counseling to be reinstated at the beginning of the next term.

Student Activities

Robeson Community College encourages and supports student participation in a wide variety of extra curricula activities designed to complement the classroom experience. The RCC Student Government Association is responsible for promoting the general welfare of the college, encouraging student involvement in the governance of the SGA, providing avenues for student input in institutional decision making and promoting communication between students, staff, and faculty. Composed of all currently enrolled curriculum students, the SGA provides direction, guidance, and oversight of the activity budget.

As a means of facilitating student involvement in campus decision making, students are encouraged and invited to participate in various standing committees, advisory committees, and ad hoc committees. The President of the Student Government Association serves as an ex officio nonvoting member of the RCC Board of Trustees. Other standing committees in which students serve as members include: Planning Council, Student Affairs Committee, Student Hearing Board, and the Resource Services Committee.

To get involved in campus governance, students are encouraged to contact elected officers of the Student Government Association or the faculty/staff advisor for the SGA.

STUDENT GOVERNMENT

The Student Government Association is composed of all curriculum students who are enrolled at Robeson Community College. All SGA members are encouraged to be active participants in student affairs and to voice opinions and thoughts through their organization.

The President of the SGA is elected in May of each year. Other officers and representatives of the SGA are elected in October and provide leadership for the student body. The SGA sponsors athletic and social activities that enhance student campus life. Students are involved in school affairs, with active participation on various advisory and ad hoc committees. Representatives of the SGA usually attend state conferences of the Student Government Association in the North Carolina Community College System.

A budget governing the student activity fee for the following school year is recommended by the SGA in the spring. The budget usually covers special projects, student insurance, socials, and dances.

Student Publications

All student publications are governed and approved by the Student Government Association and the College's administration. Student publications must be reviewed by the Editorial Committee for Student Publications prior to publication and distribution. The Committee will consist of the following persons: SGA President, SGA Advisor, Chairperson of the English Department, and an Assistant Vice President in Educational Services appointed by the Vice President for Instruction and Support Services.

Publications should follow the guidelines of standard English and MLA/APA documentation for sources. Misuse or abuse of such publications may cause termination or abolishment of an approved publication.

Total News is a student newspaper which is published every two to three weeks. The paper's purpose is to "promote morale on the campus of RCC and create a closer student body," and it is the goal of the *Total News* Staff to provide the student body with "helpful, enlightening, and encouraging information..." (*Total News Constitution*) The *Total News* Staff consists of a Chief, an Editor, a Photographer, and Reporter(s).

The Chief of *Total News* is elected in October during the SGA elections, after having followed the proper application procedures. All other staff position applications are made to the Chief. Terms for all staff positions are for one year at which point new applications or re-applications for positions may be made.

Athletics

Athletics are available on a limited basis at RCC. A strong intramural program is encouraged. The RCC campus provides room for expansion and is adding to those activities requested that are within budgetary limits and school policy.

Special Events

The Student Government may sponsor other activities such as socials, films, speakers, and related activities that are of interest to the students. When such occasions arise, students are notified in advance and are encouraged to participate.

Student Government Constitution

Any student who runs for a SGA office must maintain a high standard for the school by upholding high standards and unquestionable personal conduct. Any student who has admitted to or been convicted of a felony is ineligible to run for an office or to remain in one of the elected offices. A prospective candidate for an office must be a full-time curriculum student. He/She must be free of any financial obligations to the College.

SGA CONSTITUTION

PREAMBLE

We, the students of Robeson Community College, in order to foster a spirit of cooperation among students and faculty, coordinate and regulate student activities, maintain a high standard for the school by upholding high standards and personal conduct, promote and encourage activities for the best interest of the school, and develop good citizens through experience in government, do hereby establish this constitution for the Student Government of Robeson Community College.

**ARTICLE I
NAMES AND OBJECTIVES OF ORGANIZATION**

Section A

The organization shall be known as the Student Government Association. There shall be a smaller body, consisting of student representatives and officers, which shall be known as the Student Council.

Section B

The purpose of the organization shall be to foster a spirit of cooperation among students and faculty; to coordinate and regulate student activities; to maintain a high standard for the school by upholding high standards of personal conduct; to promote and encourage activities for the best interest of the school; to develop good citizenship through experiences in government.

ARTICLE II-QUALIFICATIONS OF MEMBERS

Section A

The members of the Student Government Association shall consist of all students enrolled in curriculum credit courses who pay an activity fee.

Section B

The members of the Student Council shall consist of one representative from each curriculum and the five elected officers.

Section C

The term of office for all members of the Student Council shall be one year.

Section D

There shall be a faculty advisor selected by the administration of the College.

Section E

The SGA Executive Committee members and SGA representatives must attend all meetings or have a legitimate excuse for not doing so. A member who does not attend regularly may be asked to resign the position.

Section F

If SGA representatives cannot be present at a meeting, with a legitimate reason, they must assign someone to attend in their place.

ARTICLE III-OFFICERS, THEIR ELECTION AND DUTIES

Section A

The officers of the Student Government Association shall be elected by Australian ballot during the month of October.

Section B

The representatives shall be elected by SGA members of their specific curriculums.

Section C

The duties of President of the SGA shall be:

- (1) to acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the constitution, bylaws, and standing rules of the organization;
 - (2) to serve as chief executive officer of the organization;
 - (3) to preside over all the meetings of the Executive Committee and the SGA;
-

- (4) to appoint, with the consent of two-thirds of the Executive Committee, all persons to fill the unexpired terms of elected officers, should vacancies occur;
- (5) to appoint, with the consent of the Executive Committee, the chairmen of all standing committees;
- (6) to serve as an ex-officio member of such committees if he so chooses;
- (7) to have knowledge of the records and monies of the organization;
- (8) to perform all other functions pertaining to the office;
- (9) to call periodic meetings of the Executive Committee and the Student Council at his discretion;

Section D

The duties of the Vice President of the SGA shall be:

- (1) assume the duties of the President should the President, for any reason, be unable to meet his duties;
- (2) to fulfill any duties as delegated by the President;
- (3) to chair any important committee.

Section E

The duties of the Secretary of the SGA shall be:

- (1) to maintain the records of the SGA;
- (2) to serve as recorder of the Executive Committee;
- (3) to distribute a copy of the minutes of the Executive Committee and the SGA meetings to all members;
- (4) to assist in all other areas that the Executive Committee may deem desirable;
- (5) to inform all members of the time and place of scheduled meetings;
- (6) to file copies of records and minutes in the office of the faculty advisor;

Section F

The duties of the Treasurer of SGA shall be:

- (1) to receive monies from student-sponsored activities and to deliver these monies to the Business Office for deposit;
- (2) to keep a record of expenditures and receipts, and make a report of the finances at each meeting of the SGA.

Section G

The duties of the Parliamentarian of the SGA shall be:

- (1) to maintain parliamentary order at meetings of the SGA;
 - (2) to serve as an advisor for any procedural problems;
 - (3) to assist in all other areas that the Executive Committee may deem desirable;
 - (4) to maintain adherence to the rules in the Robert's Rules of Order in all cases to which these are applicable, and in which they are not inconsistent with the bylaws of the SGA.
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Section H

The duties of the representative of the SGA shall be:

- (1) to attend all meetings and to report to the students of their respective curriculum the proceedings of the SGA meetings;
- (2) to report to the Student Council any suggestions made by the students of his/her curriculum;
- (3) to participate in all student functions.

ARTICLE IV-MEETINGS OF THE ORGANIZATION**Section A**

The Student Council shall meet whenever it is necessary in order to carry on the business of the SGA. The President of the SGA shall call the meetings and shall be responsible for giving proper notice to all members of the Student Council.

ARTICLE V-AMENDMENTS**Section A**

An amendment to this constitution may be adopted by a three-fourths vote of the student body present and voting.

BYLAWS**ARTICLE-I
QUALIFICATIONS AND ELECTION OF OFFICERS****Section A**

The President of the Student Government Association shall be any first year student of a two-year curriculum who is enrolled full-time.

Section B

The Vice President of the Student Government Association shall be any member of the SGA who is enrolled full-time.

Section C

The Secretary of the Student Government Association shall be any member of the SGA who is enrolled full-time.

Section D

The Treasurer of the Student Government Association shall be any member of the SGA who is enrolled full-time.

Section E

The Parliamentarian of the Student Government Association shall be any member of the SGA who is enrolled full-time.

Section F

The election of all officers of the SGA, except the President of the SGA, shall be held in October. The elections shall be decided by a majority of the votes cast.

Section G

To run for an office, a candidate must have signatures of at least 10% of the voting membership.

Section H

Installation of officers and representatives will take place at an assembly within two weeks after their election to office.

Section I

To run for an office, a student must have a minimum GPA of 2.0 and maintain this minimum GPA during his term of office. An incoming freshman who has not earned a GPA, must earn it by the end of his first semester and maintain a GPA of 2.0 to remain in office. Failure to maintain a 2.0 GPA will result in replacement of an officer with appointment of a new officer by the means prescribed in Article III, Section C, Item 4.

ARTICLE II-RULES

The rules contained in Robert's Rules of Order shall govern in all cases to which they are not inconsistent with these bylaws.

ARTICLE III-AMENDMENTS

These bylaws may be amended at any regular or special meeting by a vote of two-thirds of the members present and voting, provided previous notice has been given in calling the meeting.

ARTICLE IV-COMMITTEES AND THEIR RULES

Section A

There shall be an Executive Committee consisting of the five officers of the SGA. The duties of the Executive Committee shall be as follows:

- (1) to plan the agenda, time and place of meeting;
- (2) to call special meetings upon petition of a majority of members;
- (3) to interpret the constitution;
- (4) to maintain close liaison with the school administration and with the Student Council advisors.

Section B

There shall be a Constitution Committee, the duty of which shall be to review the constitution periodically and to propose any changes deemed necessary.

Section C

There shall be a Publicity Committee, the duty of which shall be to inform all students of the Student Government activities.

Section D

There shall be an Activities Committee, the duty of which shall be to plan activities to help promote school spirit.

Section E

There will be an SGA suggestion box in the Student Lounge at all times. Therefore, SGA will know where SGA improvements are needed.

Section F

If the SGA Executive Committee and SGA representative feel that a member of the SGA is not fulfilling his/her duties, they will, therefore, vote and if the majority feels the same, the person will be asked to give up this position.

Helpful Aids Available to Students

Alumni Affairs

RCC Alumni are special guests at SGA sponsored functions, as well as other functions sponsored by RCC. The Student Services Staff regularly communicates with RCC Alumni through newsletters, surveys, etc.

Bulletin Board Communication

Bulletin boards are used for official communication of the College. Students are expected to read announcements daily to keep informed about pertinent information. Bulletin boards are located throughout the campus. Prior to the posting of information, approval must be granted. For all academic related facilities, contact Educational Services. For posting of information in the Student Center, contact Records and Registration.

Emergency Notification

Emergency telephone calls and messages for students are handled by counselors in the Counseling and Career Services. Only messages that are emergency in nature will be delivered to students. Any person requesting an emergency message delivered to a student will be asked the nature of the emergency in order to assist the counselor in addressing the emergency.

Health Service

Robeson Community College maintains no health facilities other than first aid equipment. Emergency facilities are available in Lumberton at Southeastern Regional Medical Center, Robeson County Emergency Medical Service, and the Lumberton Rescue Unit nearby. In case of emergency, notify the instructor or a counselor in the Counseling and Career Development Office immediately (Building 13).

Lost and Found

Lost and found articles are handled in the Office of Records and Registration. Items found should be turned in promptly. Unclaimed items will be held for thirty days.

School Colors

The school colors are royal blue and white.

Telephone

Pay telephones are located in the entry way near the Student Lounge in the Student Center and in Buildings 7, 11, 12, & 14 for making local and long distance calls. RCC business telephones may not be used by students for making outgoing telephone calls.

Campus Standards

POLICIES GOVERNING STUDENT MISCONDUCT

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

Student Code of Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following Campus Standards are expected to be observed while on campus or at college-sponsored, off-campus events. Violations of these Campus Standards will result in disciplinary actions which may include suspension or expulsion from Robeson Community College:

Rule 1. The College reserves the option to refer cases involving violations of local, state, and/or federal laws to appropriate officials off campus.

Rule 2. Academic Dishonesty - Cheating and plagiarism are dishonest, deceiving, and both are considered serious offenses. Extreme care should be taken to ensure that all work completed measures up to a standard of honesty. The faculty member directly concerned may deal with this offense through disciplinary actions (such as failure on the assignment), file charges under the Campus Standards, or may refer the matter to the division chair.

Rule 3. Alcohol - The primary goal of Robeson Community College is to provide an atmosphere where students can achieve their educational goals. As a result, the possession or use of alcohol is prohibited on campus and at college-sponsored events off campus. Alcohol abuse which results in public intoxication, destruction of property, abuse of or personal injury to an individual, litter, or misconduct of any kind, is a violation of the alcohol policy. Being under the influence of alcohol is not a valid reason for inappropriate behavior.

Rule 4. Animals - A student may not have an animal of any kind on campus. This includes animals left in a vehicle. Working dogs, such as Seeing Eye dogs and police dogs, are permitted.

Rule 5. Arson - Tampering with fire alarm systems and/or safety equipment or intentionally lighting a fire on college property is strictly prohibited.

Rule 6. Assault - Malicious assault, physical abuse, or verbal harassment of any person on campus will not be tolerated. This includes physical or verbal actions which threaten or endanger the health and/or safety of any such persons.

Rule 7. Complicity in Standards Violation - Any student who is aware that a violation of any standard, regulation, law, or ordinance is about to occur or is taking place shall make some reasonable effort to stop the offense or notify a college staff member immediately.

Rule 8. Disorderly Conduct - Robeson Community College students are expected to act in an orderly and responsible manner. Therefore, students may not be involved in such actions as physical restriction, coercion,

or intimidation of any person on campus; participation in or encouragement of any effort to disrupt any class or other college functions; disrespect, belligerence, or racial prejudice toward any college staff member (instructional or non-instructional), any student in a supervisory capacity, or a fellow student. Indecent or obscene language or behavior will result in disciplinary action.

Rule 9. Failure to Comply with Judicial Action - Students who are notified of judicial-related appointments and who fail to attend the scheduled meeting/hearing will be subject to disciplinary action. Students who cannot attend a scheduled meeting or hearing should contact the Assistant Vice President of Student Services at least twenty-four (24) hours in advance.

Violations of penalties rendered by Robeson Community College will be considered very serious violations of the Campus Standards.

Rule 10. Forgery - Forgery, alteration or misuse of college documents, deceiving records, or instruments of identification with intent to deceive, will be considered a violation of the Campus Standards.

Rule 11. Gambling - Gambling is not permitted on campus property or at college-sponsored events off campus.

Rule 12. Internet and Computer Network Usage - The College has detailed guidelines outlining the appropriate use of the Internet and Computer Resources. Users of the College's computer network agree to follow established guidelines. Computer usage should be for academic purposes only.

Rule 13. Narcotics, Stimulant Drugs - The possession, use, or sale of illegal drugs, stimulants, hallucinogens, depressants, or any other illegal substance will be a violation of Robeson Community College Campus Standards. The definition of possession of dangerous drugs includes the presence of such materials on the student's person, among the property owned by the student, or among such school property as is being used by the student.

Rule 14. Responsibility - Each student is responsible for his/her own actions on the Robeson Community College campus or at college-sponsored events off campus. Students are required to carry identification cards issued by the College and must identify themselves to college officials upon request.

All visitors to the campus are required to observe these standards of the College. Hosts/hostesses of visitors are responsible for the actions of their guests on the Robeson Community College campus or at college-sponsored events off campus.

Rule 15. Sales, Solicitations, or Distributions - No sales, solicitations, or distributions of any kind shall be made on college property or at any college-sponsored events except those which are approved in advance by Business Services.

Rule 16. Sexual Harassment - A student may not sexually harass, either verbally or physically, any member of the College community, including other students, College employees, or other persons on the College campus.

Rule 17. Theft - Theft of college property, property of a member of the college community, a campus visitor on college property or attending a college function off campus is strictly prohibited.

Rule 18. Tobacco - Smoking and/or using other forms of tobacco products are not permitted in classrooms, shops, labs, or other unauthorized areas.

Rule 19. Unauthorized Programs - Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to persons or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive, or disruptive to the educational process or institutional functions of the College; and/or remaining at the scene of such an assembly after being asked to leave by a representative of the college staff is strictly prohibited.

Rule 20. Vandalism - Malicious destruction of public or private property on campus will be considered a violation of the Campus Standards.

Rule 21. Weapons - Possession or use of any firearms, incendiary devices, or explosives are prohibited on college property. Prior permission must be obtained where weapons are authorized for possession/use in a college-approved activity. This standard includes possession in a vehicle located on college property.

HEARING PROCEDURES

All violations of the Robeson Community College Campus Standards will be handled by administrative action and when necessary through judicial procedures. When a student violates a Campus Standard, he/she is expected to accept responsibility for his/her actions.

The establishment, interpretation, and enforcement of Campus Standards is designed to assist each student in the realization of educational goals and to assist in providing an environment in which every student may achieve his or her potential. Hence, disciplinary actions vary according to the situation. Each action taken as a result of a Campus Standards violation must be tailored to fit the circumstances of the situation.

The disciplinary history of an individual student remains active throughout his/her period of enrollment at Robeson Community College. Thus, disciplinary violations carry over from semester to semester and may impact on determining appropriate sanctions after a decision of guilt has been rendered in reviewing an incident.

Under normal conditions, the following principles, guidelines, and procedures prevail in dealing with violations of Campus Standards:

Incident/Notification

Any alleged violation shall be reported immediately to the Assistant Vice President of Student Services. Students will be accorded due process in all disciplinary proceedings.

The student charged with alleged violation(s) will be notified in writing of the specific charges, the process followed by the college in the investigation of the charges, and information concerning student rights/privileges. The Assistant Vice President of Student Services will initiate the written notification to the student charged with the alleged violation(s) within three (3) school days of the receipt of the complaint. The student must make a conference appointment with the appropriate official as outlined in the written notification to discuss the incident.

Conference Guidelines

It will be the responsibility of the Assistant Vice President of Student Services or his/her designee to act as a reviewer for the alleged incident. He/she will review all written materials concerning the incident, talk with witnesses, staff persons involved, etc., who have clarifying information, and review these findings with the student charged with violation(s).

Upon discussing the situation with the student and reviewing the findings with the student, the Assistant Vice President of Student Services will have the following options to develop/implement:

- (a) Dismiss the alleged violation(s) because of insufficient evidence, obvious innocence of the charges, etc.
- (b) Find the student guilty of the violation. Then the penalty which is appropriate for the violation(s) will be issued. Any extenuating circumstances will be taken into account in determining the penalty.
- (c) Due to the complexity of the alleged violation(s) or previous incident(s), the incident may be referred to the Campus Standards Committee for action.
- (d) Due to the seriousness of the alleged violation(s) and/or the possible threat to the welfare of the college community, the student may be suspended from the college immediately.

At the conclusion of whichever option is implemented by the Assistant Vice President of Student Services or his/her designee, the student will be provided with a copy of the decision, his/her requirements in working toward fulfilling the stated penalty, and appeal options to follow.

Upon written notification, a student may request a hearing by the Campus Standards Committee if that written notification is made within five (5) school days following the decision of the Assistant Vice President for Student Services.

CAMPUS STANDARDS COMMITTEE

Committee Memberships - The Committee will consist of members from the faculty, staff, and students. The faculty and staff members of the Committee will be appointed by the College President. Student members will be nominated by the President of the Student Government Association along with being confirmed by the Executive Council of the Student Government Association, and approved by the President of the college.

The Campus Standards Committee will be composed of two faculty members, two staff members, and two students. The College President will appoint one administrator to serve as Committee chairperson, who will vote only in cases of a tie. For each hearing, a minimum of four (4) Committee members must be present.

If the hearing is not waived, it should be scheduled after class hours on the second (2nd), third (3rd), or fourth (4th) school day after the notification has been received. The chairperson may schedule a different date for the hearing if good and sufficient cause is shown by either the student or by the Assistant Vice President of Student Services. Insofar as is feasible, however, the hearing should not be held later than the fourth (4th) school day following the day that the student receives the notification.

Chairperson Responsibilities - The chairperson has the following duties and responsibilities:

1. Schedule hearings
2. Notify Committee members of hearings
3. Provide adequate opportunities before the hearing to the student charged with the alleged violation(s) to ask any questions concerning the procedures followed by the Campus Standards Committee.
4. Chairs/conducts the hearing (**Note:** In cases in which the chairperson has prior knowledge of the incident, the chairperson may select from the Campus Standards Committee an individual to serve in the capacity of chairperson.)
5. Notify student in writing of the findings of the Committee and maintain all records of the hearing.

Hearing Procedures - Whenever a student is charged with alleged violation(s) and a hearing is scheduled, the following due process procedures, as well as rules imposed by the chairperson in special circumstances, shall apply:

1. The jurisdiction and authority of the Committee is to hear evidence relevant to the alleged violation(s), to make findings of fact, and to reach a decision concerning the alleged violation(s).
2. No member of the Campus Standards Committee who has prior knowledge or interest in the case shall be allowed to participate in the hearing. The College President may appoint replacement(s) when needed.
3. The hearing will be closed to the public and will be tape-recorded. Tapes become the property of Robeson Community College, and access to them will be determined by the chairperson and the Assistant Vice President of Student Services. All tapes will be maintained in the Office of the Assistant Vice President of Student Services.
4. Any student charged with a violation who plans to have an attorney present must inform the chairperson in writing two (2) school days prior to the hearing.
5. Any proposed witness must submit a written statement of his/her testimony to the chairperson at least two (2) school days prior to the date of the hearing so that the chairperson can verify him/her as a witness or classify him/her as a member of the public. If it is impossible for a witness to attend the hearing, the written information provided to the chairperson may be used as evidence.

6. Once the hearing is called to order, charges will be read to the accused and to the Committee.
7. The plea of the accused will be given.
8. The student charged with the alleged violation(s) shall be present throughout the presentation of the evidence.
9. Witnesses may be present at the hearing only during the time they are called to present testimony.
10. When all evidence has been presented and any questions answered, the Committee will then proceed into an executive session to reach a decision of guilty or innocent. If a decision of guilty is rendered, then the Committee will review previous disciplinary-related problems of the student and reach a decision regarding the appropriate penalty.
11. The student will be notified in writing by the Campus Standards Committee chairperson of the decision of the Committee, as well as appeal options. (Copies of correspondence will be forwarded to the Assistant Vice President of Student Services.)

APPEAL PROCEDURE

Any decision made by the Assistant Vice President of Student Services or the Campus Standards Committee may be appealed to the President of Robeson Community College or his designee. A student who refuses to accept the findings of the Campus Standards Committee may appeal in writing to the College President within five (5) school days after receipt of the Committee's decision. In an appeal, the student should demonstrate that: (1) there is new evidence; (2) the Assistant Vice President of Student Services, his designee, and/or the Campus Standards Committee exhibited prejudice or other unfair treatment to the student; and/or (3) the decision does not relate appropriately to the charges. The College President shall have the authority to: (1) review the findings of the proceedings of the Committee; (2) hear from the student, Assistant Vice President of Student Services, and the members of the Committee before ruling on an appeal; (3) approve, modify, or overturn the decision of the Committee; and/or (4) inform the student in writing of the final decision within ten (10) school days of the receipt of the appeal.

All decisions resulting in a penalty of suspension or expulsion will be reviewed by the College President.

Additionally, a student may appeal the College President's decision to the Board of Trustees. The appeal must be in writing and must occur within five (5) school days of the College President's decision. The Board of Trustees or a committee of the Board may review information to date and render a decision without the personal appearance before them of the parties of the Campus Standards Committee or student, or they may choose to have the prior personnel involved in the hearing appear before them before rendering a decision. The decision of the Board of Trustees will be made within twenty (20) school days and will be final.

PENALTIES

Written Warning - A written communication which gives official notice to the student that any subsequent offense against the student code of conduct will carry heavier penalties because of this prior infraction. The written warning will be initiated by the Assistant Vice President of Student Services.

Disciplinary Probation - A student placed on disciplinary probation may have the following types of sanctions included within Disciplinary Probation guidelines:

1. Meet with a counselor or other designated person on a regular basis.
 2. Not be guilty of any further violations of Campus Standards.
 3. Removal from campus facilities. For example, a student may be allowed to attend class and complete all academic requirements but would not be allowed to visit the student lounge.
 4. Other stipulations may be added to tailor the sanction to meet the needs of the institution and/or student.
 5. The minimum time period that a student may be placed on disciplinary probation is one (1) semester.
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Suspension - Suspension means that a student is dropped from the College. The minimum length of a suspension is the remainder of the current semester. Based on the seriousness of the violation, a longer suspension may be implemented. The student may apply for readmission after the specified time and may return if his/her application is approved by the Director of Admissions and the Assistant Vice President of Student Services. Notice of suspension will be placed in the student's official record file, but will be removed at the end of the suspension period.

Expulsion - Expulsion means that the student is separated from the College. The student loses indefinitely his/her student status. Notice of expulsion will be placed in the student's official record file. The student may be readmitted to the College only with approval of the College President.

Other Penalties or Sanctions - Other sanctions may be imposed for various violations. These sanctions will be reviewed by the Assistant Vice President of Student Services. For example, a student found guilty of vandalism to college property will be required to pay the College to repair/replace vandalized item(s); withholding transcript, diploma, or right to register imposed when financial obligations are not met; loss of academic credit or grade imposed as a result of academic dishonesty.

TEMPORARY SUSPENSIONS

If the Assistant Vice President of Student Services or his designee determines that the behavior of an individual is dangerous to the welfare of the persons and/or property on the College campus and that immediate removal from campus is necessary, the Assistant Vice President of Student Services or designated official, in consultation with the College President or his designee, may implement a temporary suspension. A student who is temporarily suspended must leave campus immediately. The student will not be allowed to return until date and time of a scheduled review initiated by the Assistant Vice President of Student Services.

WITHDRAWALS

A student may choose to withdraw from the College when confronted with disciplinary action. If a student withdraws from the College or leaves college, the investigation will be completed. Based on the completion of the investigation, appropriate judicial action will be initiated. In situations where an investigation results in judicial proceedings, the former student will be notified and will be allowed to participate in the proceedings. However, in cases where the former student is unable to participate in the judicial proceedings, the proceedings will be completed in the absence of the individual.

STUDENT GRIEVANCE PROCEDURE

Purpose - The purpose of the Student Grievance Procedure is to provide a system for students seeking equity for what he/she perceives to be unfair treatment in student-student, student-faculty or student-staff interactions. Grievances to be considered through this process include those arising from IX of the Educational Amendments Act of 1972, Family Educational Rights and Privacy Act of 1974, the American Disabilities Act of 1991 or other similar legal requirements.

For additional information concerning the guidelines of this procedure, please contact the Assistant Vice President of Student Services in the RCC Student Center.

CAMPUS POLICIES

AIDS Policy

The primary goal of Robeson Community College in relation to AIDS will be education. There is no medical cure for AIDS. In addition, there is presently no vaccine to prevent further spread of the AIDS virus. Education about AIDS and its transmission is the most effective measure in the control of the disease.

1. Robeson Community College has established an AIDS Task Force to provide the best possible advice concerning issues related to the AIDS epidemic.
 2. Educational programs about AIDS will be available to all curriculum and non-curriculum students, college employees, faculty and staff.
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3. No person with AIDS, ARC, or confirmed HTLV-III antibody test will be denied admission to Robeson Community College on that factor alone. The College will analyze and respond to each case as required by its own particular facts. Persons with AIDS or AIDS-Related Conditions (ARC) represent no threat for AIDS transmission in the classroom and should be provided an education in the usual manner.
4. All students will be encouraged to inform the Vice President of Instruction and Support Services if they have AIDS, ARC or positive HTLV-III antibody test. Strict confidentiality will be maintained of any information and will only be used by the College to provide persons with proper medical care and education.
5. Robeson Community College will not screen students or employees for antibody to HTLV-III or require that they be screened. The AIDS Task Force will be familiar with sources of testing for antibody to HTLV-III and will refer students or employees requesting such testing.
6. No specific or detailed medical information of complaints or diagnosis of students or employees with AIDS, ARC, or a positive HTLV-III antibody test will be given to faculty, administrators, or parents without the expressed written permission of the student. This position is covered by the Family Education Rights and Privacy Act of 1974 as stated in the College student handbook.
7. Medical information will not be included in the student's record as unauthorized disclosure of it may create liability. The number of people at Robeson Community College who are aware of the existence and/or identity of students or employees who have AIDS, ARC, or a positive HTLV-III antibody test should be kept to an absolute minimum.

CAMPUS LAW ENFORCEMENT/CAMPUS SECURITY

The mission of Campus Security is to provide the safest educational environment possible for all faculty, staff, students and visitors at all of RCC's campus locations.

Campus security is provided by Uniformed Officers of the Lumberton Police Department. While on duty at RCC these officers possess all powers of sworn police officers to make arrests for both felonies and misdemeanors and charge for infractions. Officers are on campus during most periods when students and visitors are present.

The Main Campus is located within the city limits of Lumberton and is under the jurisdiction of the Lumberton Police Department.

The one Pembroke facility is under the jurisdiction of the Robeson County Sheriff's Department.

The EMT facility is not within city limits; and is under the jurisdiction of the Robeson County Sheriff's Department.

Law Enforcement Support Agencies

NC State Bureau of Investigation
NC State Highway Patrol
Lumberton Police Department
Robeson County Sheriff's Department
Pembroke Police Department

ACCESS TO CAMPUS FACILITIES

All RCC Campus locations are open to faculty, staff, students and visitors during normal operating hours.

All persons, while on the premises, are expected and required to obey all federal, state, and local laws and ordinances, as well as college procedures governing appropriate conduct.

Persons in violation of the above will be subject to any action deemed appropriate by competent authority.

The following procedure will be followed for access to campus buildings:

Accessibility During Closed Hours

There will be no access to RCC's buildings during the hours of 11:00 p.m. and 7:00 a.m.

Access during other closed hours will be governed by the following procedures:

1. **Off-campus locations:** Prior arrangements must be made and approved by the person responsible for these locations.
2. **Main Campus:** Prior arrangements must be made with and approved by the Assistant Vice President, Director or other supervisor in charge of the building or facility. The Facilities Coordinator's Office must be notified of the arrangements with times noted. The Security Guard or other such personnel on campus should be immediately located and notified upon arrival.

Students desiring access to any academic facility must be accompanied by a staff or faculty member.

Two persons must be present at all times when using a facility such as a shop or laboratory where potential for injury exists.

Distribution of Keys

Keys will be distributed by the Facilities Coordinator's Office only. All keys are deemed controlled items and will not be duplicated. Keys will be distributed as follows:

1. **Grand Master Keys** - President, Vice Presidents, Facilities Coordinator, Maintenance Supervisors and others approved in writing by the President.
2. **Building Master Keys** - Directors, Supervisors and others as may be authorized in writing by a Vice President.
3. **Room Key** - For individual offices, shops or laboratories. Instructors and staff may be issued these keys authorized by Director or Assistant Vice President/Vice President.

CRIMINAL ACTIVITY REPORTING

Faculty/Staff/Students/Visitors: Known and suspected violations of Federal and North Carolina criminal laws will be reported to the College switchboard. The switchboard will notify the V.P. for Institutional Services or his designee in order that appropriate action may be initiated.

Note: In life threatening situations, staff and/or faculty members should immediately call 911 to summon appropriate Emergency Services.

V.P. for Institutional Services or his designee: will, upon notification of criminal activity:

1. Involve (as necessary) the appropriate law enforcement support agency.
2. Conduct necessary follow-up activities and file required documentation to the College administration.

Responsible Administrator(s): Will review campus crime reports with the V.P. for Institutional Services to ensure that:

1. The data required by the Crime Awareness and Campus Security Act is compiled and disseminated.
2. Campus Crime prevention programs are followed with special emphasis placed on campus community involvement.
3. The information flow stresses the necessity for individual awareness and that staff, faculty and students take some responsibility for their own personal safety.

CRIMINAL ACTIVITY AT OFF-CAMPUS STUDENT ORGANIZATIONS

Criminal incidents occurring off campus to students participating in a college function should be reported to the law enforcement agency having jurisdiction. The Assistant Vice President of Student Services and the Vice President for Institutional Services should be informed of the incident as soon as possible.

Bad Check Policy

Students who write checks for registration and/or fee charges which are returned to the College by financial institutions for insufficient funds will be notified by the Business Office. These students will be given five work days to make the checks good. This may be done either by a cash payment, money order, or certified check. Students whose financial obligations with the College are not met in this five day grace period, will be withdrawn (dropped) from all classes and not permitted to attend classes. (A student is not officially enrolled until both the attendance and payment requirements are met.) Students cannot reenroll for any future semesters until such obligations are satisfied.

Dress Code

Robeson Community College stresses a standard of neatness, cleanliness, and appropriateness of attire.

Students should keep in mind that prospective employers visit the College and the employability of our graduates may be affected by the visitor's impressions.

With this in mind, the following regulations are given for proper dress:

1. Dress should be neat and appropriate at all times. (Appropriateness of dress will be dictated by the specific occasions.)
2. Shoes and shirts must be worn at all times on campus.
3. Caps and hats are not to be worn inside the classroom (unless required in your area of study).

DRUG AND ALCOHOL POLICY

The use and abuse of drugs and alcohol are subjects of immediate concerns in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users and/or abusers of drugs or alcohol may impair the well-being of all employees, students, and the public at large, and may result in property damage to the College. Therefore, in compliance with the Federal Drug-Free Workplace and Drug-Free Schools and Campuses Regulations, it is the policy of Robeson Community College that the unlawful use, possession, distribution, manufacture, or dispensation of a controlled substance or alcohol, is prohibited while on college premises, the college workplace, or as a part of any college sponsored activity. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referred for prosecution. The specifics of this policy are as follows:

1. Robeson Community College does not differentiate among unlawful users, sellers, or pushers of drugs or alcohol. Any employee or student who uses, possesses, sells, gives, or in any way transfers alcoholic beverages or controlled substance is subject to disciplinary proceedings by the College, and referred for prosecution.
 2. The term "controlled substance" means any drug listed in 21 CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse such as: Marijuana, Cocaine, PCP, Heroin, and "Crack" among others. They also include "legal drugs" that are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 188 of the General Statutes of North Carolina. Persons within the College community are responsible for knowing about and complying with the Robeson Community College Drug/Alcohol Policy.
 3. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages or illegal drugs to another person; or who is convicted of violating any criminal drug or alcoholic beverage statute while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action by the College up to and including termination and expulsion, and referred for prosecution. Specifically, any such person convicted of a felony, or a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to state or federal law which may apply to employees). Other
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misdeemeanors or convictions will be evaluated on a case-by-case basis and the specific penalties may range from written warnings with probationary status to enrollment expulsions and employment discharges. The College may also require the employee or student to successfully complete a drug abuse treatment program as a precondition for continued employment or enrollment. Persons charged with illegal drug/alcohol involvement may be suspended pending any legal proceedings if, it is determined by the President, or his designee that the person's continued presence within the College would pose a serious and immediate danger to the health and welfare of other persons within the college.

4. Each employee or student is required to inform Robeson Community College in writing within five (5) days after a conviction of any criminal drug or alcoholic beverage control statutes where such violation occurred in the College workplace, on college premises, or as part of any college sponsored activity. A conviction means a plea of or a finding of guilt (including a plea of *nolo contendere*) and the imposition of a sentence by a judge or jury in any federal or state court. For those students or employees receiving or working under a federal grant, the College must notify the United States governmental agency from which a grant was made within ten (10) days of receipt of such notice from the grant employee, or otherwise after receiving actual notice of a criminal drug conviction. Appropriate disciplinary action will be taken by the College within 30 calendar days from receipt of such notice. The law requires that all employees abide by this policy as a condition for continued employment on any federal grant.
5. A description of applicable state sanctions and the health risks associated with the use of illicit drugs/alcohol is attached and included as part of this policy. A more detailed description of Robeson Community College's Drug/Alcohol Policy can be found in the Robeson Community College Library and Counseling and Career Center.

Evacuation Instructions

Numerous natural and man-made conditions could make it necessary to evacuate the buildings from time to time. Plans have been formulated to provide for the orderly and rapid evacuation of RCC buildings. Evacuation instructions and diagrams are posted in each building. Each student is encouraged and expected to read, be knowledgeable of, and comply with these instructions and directions. Copies of the Emergency Procedures/Safety Plan Handbook are available from the office of the Vice President of Continuing Education. The contents of this handbook are covered by the instructors in the classrooms.

Hazardous Chemicals

It is important that each student enrolled in a classroom which may expose the student to hazardous chemicals be knowledgeable of classroom hazards and the appropriate control measures. Students are encouraged to review hazardous chemical safety procedures described in the Emergency Procedures/Safety Plan; Chemical Hygiene Plan; and Exposure Control Plan Handbooks.

I.D. Cards

Student identification cards are produced after each curriculum student has paid fees and tuition the first semester for which the student is enrolled for the academic year. The I.D. card will be valid for a period of two years from the date issued. Students must provide a registration form or paid receipt as proof of payment of fees. Students must follow the Media Center's guidelines and policies to obtain an I.D. card. The hours of operation are posted in the Media Center and it is the student's responsibility to review and follow these guidelines.

The I.D. card will be the student's ticket to SGA sponsored functions, activities and their Library access card. Possession of an I.D. card often provides the student with other advantages; i.e., store discounts, lower air fares, and lower fees at athletic activities. The replacement cost to the student for an I.D. card is \$5.00.

Internet and Computer Network Acceptable Use Policy

Robeson Community College provides campus network and computing facilities including Internet access for the use of faculty, staff, students, and other authorized individuals in support of the research, educational, and administrative purposes of the College.

The College has extensive information technology resources and systems available for both instruction and administrative applications. Faculty, staff, and students are encouraged to become familiar with College technology resources and systems and to use them on a regular basis.

Users are expected to exercise responsible, ethical behavior when using these resources and to adhere to the following guidelines:

- Users may not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying, or harassing language and/or material, such as broadcasting unsolicited messages or sending unwanted mail.
 - Use of campus computer resources for commercial gain or profit is not allowed.
 - The Internet and associated resources contain a wide variety of material. Information available on the Internet is not generated or selected by Robeson Community College. Therefore, the College is not responsible for the accuracy or quality of the information obtained through or stored on the campus network.
 - Users are responsible for complying with laws protecting software or other accessed information. Downloading programs and files may violate United States copyright laws that protect information and software. Although the Internet provides easy access to software distributed by companies on a trial basis, this does not mean that the software is free or that it may be distributed freely. All files downloaded from a source external to the campus must be scanned for viruses.
 - Computer users must not deliberately attempt to modify or degrade the performance of college-owned systems. The college computer systems must not be used to intercept data, monitor user accounts, gain unauthorized access, or for any purpose that violates federal, state or local regulations. Individuals are not allowed to engage in activities to damage or disrupt hardware or communication, such as creating and propagating viruses, wasting system resources, and overloading computers with excessive data.
 - Security refers to the protection of all equipment resources from any kind of damage and the protection of data from (1) disclosure to any unauthorized person, (2) unauthorized modification, or (3) destruction. While disclosure or damage may occur accidentally or intentionally, the results are the same. The security system implemented in these procedures will, if used properly, prevent the previously mentioned occurrences from happening.
 - Basic access to the College's administrative computer system is controlled through User ID and password protection. Each faculty and staff member has a User ID that must not be shared. The College reserves the right to authorize Computer Services personnel to override user accounts and computer systems if sufficient evidence of inappropriate usage exists.
 - Users should not leave their computer systems unattended. If a user must leave the immediate area of his/her workstation for an extended period of time, he/she should log off the system. Sensitive information should not be left unattended or sent to printers that are located in areas open to the public.
 - Physical access to main academic and administrative systems must be carefully protected.
 - Freedom of expression is a constitutional right afforded to individuals. However, computer users are held accountable for their actions and will respect the rights of individuals who may be offended by the services and images retrieved on the Internet.
 - The College will implement appropriate measures to provide security, operability and integrity to the College's network including e-mail, Internet, and other related resources. The College will not guarantee that electronic media stored on microcomputers and transmitted on the network will remain confidential and secure. Additionally, computer related files and data created or stored on College computer systems are considered open records and are subject to discovery and subpoena during disciplinary and legal actions. The College
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reserves the right to view, monitor, and disclose the contents of e-mail and data created, transmitted, received, and stored on College owned microcomputers in the following circumstances:

- Investigations that reveal evidence of misconduct and misuse of computing resources.
- Protection of the general welfare of the college employees and students.
- Interferences with the mission of the college.
- Illegal activity that violates federal, state, or local regulations.

Penalties for violators of the computer usage policies and procedures previously stated may include one or more of the following penalties; warning, temporary or permanent suspension of computer access privileges, or dismissal from the College. The College reserves the right to notify appropriate law enforcement agencies of alleged violations of local, state, and/or federal regulations/laws.

Violations of this policy by faculty/staff will be reported to the person's immediate supervisor for appropriate action. Violations by students in curriculum programs will be reported to the appropriate Assistant Vice President for Educational Services. If warranted by the violation students may be referred to the Assistant Vice President for Student Services for further action. Violations by students in Continuing Education programs will be referred to the area supervisor for appropriate action.

Closing School Due to Inclement Weather

During periods of inclement weather, there may be times in which the College may close if the weather conditions present a safety hazard to students and college personnel. The following radio and television stations will be notified of official closings of the college:

Radio

Fairmont	WSTS	Fayetteville	WKML
Fayetteville	WQSM & WFNC	Laurinburg	WFLB-FM
Fayetteville	WZFX	Red Springs	WTEL-AM

Television

Durham	WTVD (Channel 11)	Raleigh	WRAL (Channel 5)
Fayetteville	WUVC (Channel 40)	Wilmington	WECT (Channel 6)
Florence	WBTW (Channel 13)		

Parking

All faculty, staff and student vehicles shall be registered and shall display a current RCC parking decal. Hang the decal on the rear view mirror post. The green/or red side **MUST** face the outside. The decals are issued by Institutional Services Department to students, staff and faculty located in Room 226, Building 2. A decal must be displayed on all vehicles to be operated on campus. If a decal is lost or stolen, it should be reported immediately to the Institutional Services Office in Room 226, Building 2.

Vehicles are not allowed in the spaces reserved for disabled persons, visitors or areas reserved for official school vehicles. Any vehicle that is double parked, parked on curb, parked in unmarked areas, parked over the designated parking lines, blocking a drive way or in any way disrupting the orderly flow of traffic will be subject to a fine of \$5 and/or be towed away at the owner's expense. Parking in a space designated for handicapped persons is an infraction and carries a penalty of at least \$50.00 but no more than \$100.00.

Section I - General Regulations

1. These regulations constitute the traffic code of Robeson Community College and shall be applicable to all faculty, staff, students and any other persons operating a motor vehicle on RCC owned or controlled property.
2. Traffic regulations are enforced at all times.
3. RCC reserves the right to regulate the use of any and all of its vehicle parking facilities to the extent of:

- a. Denying vehicle parking privileges to an individual or group of individuals.
- b. Reserving vehicle parking facilities for the exclusive use of selected and designated individuals and/or groups.
4. The responsibility for locating legal parking spaces rests with the operator of the motor vehicle.
5. Non-enforcement of any specific regulation does not negate RCC's authority to enforce that regulation in the future.
6. RCC reserves the right to amend these regulations and to add, remove or re-allocate parking spaces as the need arises. These changes, if any, will be effective with the posting of signs and/or markings as appropriate and will be communicated in college publications.

SECTION II - Vehicle Registration

1. It is the operator's responsibility to keep his/her vehicle properly registered with the college at all times. To register a vehicle you must obtain a vehicle registration form from the Institutional Services located in Room 226, Building 2. You will be issued a mirror hang tag when you return the completed form. The hang tag must be hung from the rearview mirror.
2. One vehicle hang tag will be issued per vehicle registered. Vehicle registration will be cross-referenced to student enrollment records and employment records. Termination of current enrollment or employment will terminate vehicle registration.
3. The Student Services Department will be notified of change in enrollment or employment status by the appropriate office or department.
4. Motorcycles and motor scooters must be registered and the parking decal affixed to the rear fender.

SECTION III - Driving and Parking Regulations

1. Areas posted "No Parking" shall be enforced at all times.
2. The maximum speed limit on campus is fifteen (15) miles per hour unless otherwise posted.
3. Vehicle movement on campus is not to be obstructed by stopping or standing for any reason except to park.
4. Driving or parking on lawns or walkways are prohibited.
5. Pedestrians shall be given the right-of-way.
6. All accidents involving motor vehicles shall be reported to campus Security.
7. Vehicles illegally parked or abandoned on campus will be towed away and placed in commercial storage. Towing and storage charges shall be borne by the owner of the vehicle.
8. Parking on or over white lines used to separate parking spaces is a violation.
9. Individuals with repeated violations may be prohibited from driving or parking on campus.
10. The following areas are off limits to general vehicles: loading and unloading areas, walking trails, shop ramps and enclosures, etc. Only maintenance, security, and grounds keeping vehicles may use these areas.

SECTION IV - Enforcement Procedures

1. Campus traffic regulations as published by RCC shall be administered under the supervision of the Institutional Services Office. Under North Carolina Statutes, these regulations have the force and effect of ordinances of the state and shall be enforced as such.
2. Campus police will issue citations to violators of most traffic and parking laws. In cases of moving or other major violations, campus police or other legally authorized law enforcement offices may issue citations of summons.
3. Fine and Penalties
 - a. In all cases where a summons to civil or criminal court is issued, the fine upon conviction will be set by the court judge.
 - b. Citations given by campus police will carry a \$5 fine.
 - c. Recipients of campus citations will pay the fine at the cashiers office located in the Business Office in

Building 2. Recipients of campus citations who do not agree with the citation may appeal the issuance of the citation to the V.P. for Institutional Services. His ruling is final.

- d. Students who do not pay fines during the current semester will not be able to register for the next semester. Diplomas and transcripts cannot be obtained until all financial obligations are met.
- e. Employees who do not pay their fines will be subject to dismissal pursuant to Article 60 of Chapter 133 of the General Statutes of North Carolina.

Handicapped Parking

Special parking facilities are available for students with physical disabilities in cars and vans. Spaces are marked appropriately throughout campus. All vehicles parked in a designated handicapped parking area must display a Handicapped License Plate or Handicapped Parking Placard. Persons parked illegally in designated handicapped parking spaces are in violation of General Statute 620-37.9 and will be issued an illegal parking ticket by the Lumberton Police Department with fines up to \$100.00.

Smoking, Eating, Drinking, Radios

Smoking is not permitted in any building on campus. Ash trays are located at building entrances to dispose of cigarette butts.

The Student Center has a Grill area along with snack machines where food and drinks can be purchased and eaten. Eating and drinking are not allowed in classrooms, shops, or laboratories. Please use the trash containers located in the Student Center and throughout the campus to properly dispose of trash.

Radios and recorders are not permitted in the Student Lounge, classrooms or buildings except for instructional purpose. They are permitted on outside areas of the campus as long as the volume is controlled and they do not disturb others.

Visitors

We welcome all visitors, and ask that they report to the receptionist area or the Office of Admissions upon arrival on campus. All visitors must be accompanied by a tour guide and are subject to the regulations of the school while on campus. Former students are classified as visitors and must follow the same procedure. Any unauthorized personnel on campus can be requested to leave the College's premises. Refusal to leave the campus when requested will result in a request to the appropriate law enforcement personnel for removal. Trespassing charges may be filed.

Officers of Administration

BOARD OF TRUSTEES

George D. Regan	Chairman
Lucille Evans	Vice Chair
Charles V. Chrestman	Secretary

APPOINTED BY COMMISSIONERS OF ROBESON COUNTY

EXPIRATION OF TERM

Noah Woods	June 30, 2009
Lucille Evans	June 30, 2010
Sammy Cox	June 30, 2011
James D. McEachin	June 30, 2008

APPOINTED BY ROBESON COUNTY BOARD OF EDUCATION

Shirley Stockton	June 30, 2009
Willie J. Goodyear	June 30, 2010
George D. Regan	June 30, 2011
Emma Lee Locklear	June 30, 2008

APPOINTED BY GOVERNOR OF NORTH CAROLINA

Robert L. Strickland	June 30, 2009
Willie E. Spruill	June 30, 2010
Tommy Wellington	June 30, 2007
Sue C. Wester	June 30, 2008

PRESIDENT

Charles V. Chrestman

PRESIDENT'S STAFF

Rose Avant	Executive Assistant
Ericka A. Jones	Director, RCC Foundation/Public Information Office
Dena Jones	Secretary to the Director of Public Relations/Foundation

INSTITUTIONAL SERVICES STAFF

Alphonzo McRae	Vice President
Angela Howard	Director, Planning and Research
Glenda Jackson	Secretary
Stanley Freeman	Facilities Coordinator

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Tami B. George	Vice President
Donna Powers Patterson	Executive Assistant
Patricia Bullard	Personnel Services Specialist
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Cathy J. Hunt	Purchasing Officer
Ibreta Lewis	Cashier & Accounts Payable Officer
Tammy J. Flowers	Accounts Receivable & Payroll Officer
Lettie Navarete	Accountant
Vanessa Singletary	Accountant
Shawn Chavis	Office Clerk
Druella Strickland	Receptionist/Switchboard Operator
Connie Ivey	Assistant Vice President/Computer Information Services
Judy Jones	Systems Administrator
Vinston McMillan	Computer Technician
Tabitha Locklear	Network Systems Analyst
Cyd Faulk	Network Administrator/Webmaster
Jamey L. Strickland	Computer Technician

INSTRUCTION AND SUPPORT SERVICES

Dr. Mark O. Kinlaw	Vice President
Sybil Boone	Executive Assistant
Melissa Oxendine	Distance Learning, Coordinator
Dr. Barbara Walters	Assistant Vice President/College Transfer & Allied Health Programs
Robin Blue	Secretary
Felicia J. Oxendine	Secretary

Regina Ransome	Secretary
Melba Hester	Secretary
Bill Mauney	Assistant Vice President/Student Services
Denise Howard	Secretary
Patricia Locklear	Recruiting Specialist
Judith A. Revels	Director of Admissions
Ronnie Locklear	Assistant Director of Admissions/Enrollment Services
Linda G. Lowry	Admissions Officer
Sherry Barnes	Secretary
Ruth B. Mitchell	Admissions Office Clerk
Danford Groves	Director of Counseling & Career Services Counselor
Kim Jacobs	Secretary
Bonita Bell	Counselor
Dionne Hall	Counselor
Cynthia Quintero	Disability Services Specialist/Tutorial Coordinator
Beth Carmical	Director of Records and Registration/Registrar
Betty D. McIntyre	Assistant Registrar
Carla Locklear	Records Clerk
Vanessa Cogdell	Director of Financial Aid Services
Tela Lambert	Financial Aid Specialist
LaVerna Emanuel	Financial Aid Specialist
William Locklear	Assistant Vice President/Public Services & Applied Technology Programs
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Barbara Sampson	Secretary
Sherita Stanley	Secretary
Dr. Bruce Walters	Education Stipend Coordinator
Robin White	Audiovisual Technician
Jimmy L. Reese	Graphic Arts Coordinator
Michelle Oxendine	Secretary
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Susan Mangum Moore	Counselor/Transfer Specialist
Marilyn S. Locklear-Hunt	Director of Library Services
Regina L. Branch	Secretary
Elizabeth McIntyre	Evening Librarian
Margaret A. Honeycutt	Library Technical Assistant
Glenda Durden	Secretary
Clifton Oxendine	Library Technical Assistant/Secretary

FACULTY

Jean B. Alford	English, Chair
Loretta Allen	Business
Bill Aney	English
Mary Ash	Math and Science
Tyrone Atkinson	Culinary
Dr. Charles R. Beasley, MD	Adjunct Medical Director, Respiratory Therapy

Bernice Boger	Cosmetology
Barbara N. Brown	Nursing
Jennifer Brown	Biology
Travis Bryant	Program Director, BLET, Criminal Justice
Joy Bukowy	Business
Gwendolyn Chavis	Program Director, Early Childhood
Cathy Davis	Business
Arnita DeVine	Nursing Assistant
Lola Dial	Business
Crystal Edmonds	English
Cheryl Ermini	Program Director, Nursing
Wendy Fields	English
Gail Gane	Respiratory Therapy, Clinical Director
Richard Hanchey	Industrial Systems Technology
Audra Harris	Business
Kelli M. Heustess	Respiratory Therapy, Director
Elizabeth Holmes	English
Peggy Hunt	Radiography, Director
Antonio Jackson	Sociology
Heather Jacobs	Nursing
Michael Jacobs	Information Systems/Mathematics
Cassandra Johnson	Math
Angela Lamb	English
Queen E. Locklear	Cosmetology
Sherry Lofton	English
Shawn McCarty	Biology
Duncan H. McDuffie	Air Conditioning, Heating & Refrigeration
Louis McIntyre	Biology
Matthew McKnight	Air Conditioning, Heating & Refrigeration
Kimberly McVickers	Reading
Dr. Nirupama Mohapatra	Biology
LaRonda Oxendine	Math
Stephany Newberry-Davis	English
Audrey Pait	Math
George Scott Pate	Business Administration/Business Education
Cathy W. Penney	Cosmetology, Program Director
Amy Pharr	Nursing
Brenda C. Poinsette	Business
Roy Raby	History
Sheila A. Regan	Math, Science & Social Science, Chair
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Michael Roberts	English
Toni B. Sacry	Psychology
Donald Sampson	Carpentry
Micah Sampson	Electrical /Electronics

Beth Sigmon	Psychology
Ernest Singley	Program Director, Surgical Technology
Cliff Smith	Air Conditioning, Heating, & Refrigeration
Janet L. Smith	English
Sheila Smith	Nursing
Cassandra Stone	English
Jennifer Strommer	Mathematics
Harvey Strong	Technology Programs, Chair
Renee Taylor	Nursing
Terry Waheed	Criminal Justice
Carolyn Watson	Chair, Business Program
Dennis Watts	Student Success
Roy D. West	Mathematics
Flora Gail Lowry-Williams	Emergency Medical Services, Program Director
Rodney Williamson	Mathematics

ADULT AND CONTINUING EDUCATION STAFF ADMINISTRATION

D. Justin Oliver	Vice President/Adult and Continuing Education
Debra A. Brooks	Executive Assistant
Jo Ann Oxendine	Director Industry Services
Karen Lesane	Secretary Small Business Center and Industry Services
Lee Sessoms III	Instructor/Pathways to Employment
Jennifer Lowery	Director/Occupational Extension/Community Services
Audria Cummings	Secretary, Career Start
Lisa Jones	Secretary, Occupational Ext., Community Services and HRD
Carl Evans	Auto Body Instructor
Robert Moore	Director/Small Business Center
Angela Locklear	HRD Coordinator
Nancy Blue	HRD Instructor
Jeff McPherson	Instructor/Horticulture
Tammy Bozeman	Secretary/Emergency Services Training Grounds
Jeannette Freeman	Compliance Officer/Emergency Services
Flora Lowry-Williams	Coordinator-Instructor, Emergency Services
Melba Hester	Secretary/Emergency Services
Johnny Baker	Regional Coordinator and Interim State Director of NC Department of Community Colleges Fire/Rescue Division and Director of Fire/Rescue Training
Vickie Tate	Assistant Vice President of Basic Skills
Sandra Strickland	Educational Coordinator/AHS/GED
Mark Clark	Coordinator/Instructor
J.D. Brooks	Bio Agr. Manager
Leslie Jones	Bio Agr. Coordinator
Wendy Hardwick	Assistant Assessment/Retention Specialist
Cora Brewington	Educational Coordinator/ABE/CED/ESL
Bettie Brockington	Instructor/CED
Tammy Chavis	Instructor/ABE

Lethia Hunt	Instructor/ABE
Marsha Lynn Davis	Secretary/Basic Skills
Nancy Freeman	Instructor/GED
Bender Graham	Instructor/ABE/AHS
Glenda Jackson	Basic Skills Assessment/Recruitment Assistant
Kenneth Jones	Instructor/ABE
Annie Ray-Fuller	Basic Skills Assessment/Recruitment Assistant
Severeo Kerns	Learning Center Instructor
Ethel Locklear	Basic Skills Assessment/Recruitment Assistant
Gloria Locklear	Instructor/CED
Barbara Lowery	Coordinator/Academic Advisor
Dorothy Lowery	Instructor/CED
Lorriane Lowery	Instructor/ABE
Brenda McKinney	Instructor/AHS
Katie Miller	Learning Center Lead Instructor
Patricia Clark	Assistant Assessment/Retention Specialist
Lethia Hunt	Instructor/ABE
Lori Sellers	Assessment Retention Specialist Assistant
Kenneth Jones	Instructor/ABE
Yakamia Tart	WIA Assessment
Rafael Villalobos	Instructor/ESL
Demetrice Watkins	Instructor/AHS
Banessa Williams	Instructor/CED

MAINTENANCE & CUSTODIAL STAFF

Vickie L. Chavis	Custodial
Sean P. Evans	Maintenance/Custodial
Samuel Floyd	Maintenance/Groundskeeper
Timmy Hill	Custodial
Janice Jones	Custodial
Charles Locklear	Custodial
Rudolph Locklear	Maintenance/Custodial
Michael McLean	Custodial
Chip McNeill	Custodial
Matthew Nealy	Landscaper
Pauline Oxendine	Shipping/Receiving Warehouse Clerk
James Richardson	Custodial
Reginald Walters	Maintenance/Custodial
Levander West	Custodial

BOOKSTORE

Paula Sampson	Manager
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CAFETERIA STAFF

Beverly Jones	Manager
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If You Have Questions

SC: Student Center
RCC Telephone Number: 272-3700

NEED INFORMATION	ASK	LOCATION
Absences	Instructor/Educational Services	Building 5
Academic Advising	Retention	SC-Room 1301
Activities, Student	Student Government Association	SC-Room 1301
Adding/Dropping A Course	Records/Registration	SC-Room 1304
Admission	Admissions Office	SC-Room 1301
Audit a Class	Records/Registration	SC-Room 1304
Billing	Business Office	Business Office
Books	Bookstore	Building 9
Career Counseling	Counseling & Career Services	SC-Room 1302
Career Fair	Counseling & Career Services	SC-Room 1302
Commencement	Records/Registration	SC-Room 1304
Counseling:		
(Academic)	Counseling & Career Services	SC-Room 1302
(Career)	Counseling & Career Services	SC-Room 1302
(Financial)	Financial Aid Office	SC-Room 1303
(Study)	Tutoring	SC-Room 1302
(Personal)	Counseling & Career Services	SC-Room 1302
Disabled Students	Counseling & Career Services	SC-Room 1302
Drug & Alcohol Problems	Counseling & Career Services	SC-Room 1302
Emergencies	Counseling & Career Services	SC-Room 1302
Employment, Work Study	Financial Aid Office	SC-Room 1303
Exam Schedules	Educational Services	Building 5
Fees-Refund Policy	Business Office	Building 2
Financial Aid Information	Financial Aid Office	SC-Room 1303
Graduation	Records/Registration	SC-Room 1304
Library	Library Staff	Building 4
Lost and Found	Records/Registration	SC-Room 1304
Job Placement	Counseling & Career Services	SC-Room 1302

NEED INFORMATION	ASK	LOCATION
Reading and Study Skills	Tutoring Services	SC-Room 1302
Records	Records/Registration	SC-Room 1304
Registration	Records/Registration	SC-Room 1304
Reservation for		
Auditorium	Institutional Services	Building 2
Classrooms	Institutional Services	Building 2
Resume Writing	Counseling & Career Services	SC-Room 1302
Safety, Campus	Coordinator of Facilities	Building 2
Scholarship Information	Financial Aid Office	SC-Room 1303
Sexual Harassment	Personnel Services	Building 2
Student Activities	Student Government Association	SC-Room 1301
Student Government Association	Student Government Association	SC-Room 1301
Student Organizations	Student Government Association	SC-Room 1301
Study Skills	Tutoring Services	SC-Room 1307
Summer Session	Records/Registration	SC-Room 1304
Testing Services	Counseling & Career Services	SC-Room 1302
Thefts	Coordinator of Facilities	Building 2
Transcripts, Copy of	Records/Registration	SC-Room 1304
Transfer Credit	Records/Registration	SC-Room 1304
Tutors	Tutoring Services	SC-Room 1302
Veterans	Veterans Affairs Coordinator	SC-Room 1303
Voter Registration	Counseling & Career Services	SC-Room 1302
Withdrawal from Classes	Records/Registration	SC-Room 1304
Work Study	Financial Aid Office	SC-Room 1303

Notes

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FLORIDA STATE UNIVERSITY

2007-08 Student Handbook

FLORIDA STATE UNIVERSITY

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